



MYNDORE Interview Preparation Checklist

How to prepare with confidence, clarity and credibility

Interview preparation is not about memorising answers.

It's about **reducing risk for the interviewer** and **making your value obvious**.

This checklist ensures candidates walk into every interview **clear, structured and compelling**.

1. Role & Company Understanding (MUST DO)

> Understand why the role exists

- What problem is the company trying to solve?
- Is this a growth role, replacement, turnaround, or transformation?

> Clarify success metrics

- What would "good" look like at 6, 12 and 18 months?
- How is success likely measured (revenue, scale, change, stability)?

> Know the business model

- How does the company make money?
- Who are the customers?
- Where is growth coming from?

> Research the company context

- Recent news, funding, M&A, leadership changes
- Market challenges and tailwinds
- Competitive landscape

> Understand the team structure

- Where does the role sit?

- Who are the key stakeholders?
- What functions this role partners with most

2. Interviewer Research (MUST DO)

> Know who you're meeting

- Name, title, background
- Functional bias (commercial, technical, people-led)
- Tenure at company

> Adapt your lens

- Hiring manager → delivery & impact
- Peer → collaboration & credibility
- Senior leader → judgement & risk
- Recruiter → clarity, consistency, motivation

> Prepare 1-2 tailored talking points per interviewer

3. Your Value Proposition (MUST DO)

Candidates must be able to answer clearly:

- > Why you?
- > Why this role?
- > Why now?

Personal Value Statement (1-2 sentences)

"I help [type of organisation] achieve [specific outcomes] by bringing deep experience in [capabilities], particularly in situations where [context/problem]."

If this isn't clear, interviews feel unfocused.

4. Experience & Story Preparation (MUST DO)

Core Stories to Prepare

- > A major success
- > A complex challenge

- > A failure or setback
- > A leadership moment
- > A stakeholder conflict
- > A transformation or change story

Each story should cover:

- Context
- Your role
- Decisions made
- Outcomes
- Learnings

Avoid: overly polished or rehearsed delivery.

5. Delivery & Execution Proof (SHOULD DO)

Interviewers are listening for **how you think**, not just what you've done.

- > How you prioritise
- > How you make decisions with imperfect data
- > How you influence without authority
- > How you balance speed vs rigour
- > How you measure impact

Have examples that show **judgement**, not just action.

6. Leadership & Behavioural Signals (SHOULD DO)

- > How you lead teams
- > How you develop others
- > How you handle underperformance
- > How you manage up
- > How you create trust
- > How you handle ambiguity and change

Senior interviews are **risk assessments**.

7. Culture, Values & Motivation (MUST DO)

- > Be clear on what motivates you
- > Understand the company's stated values
- > Prepare examples of cultural alignment
- > Be honest about what doesn't work for you

Red flag: generic "I love fast-paced environments".

8. Questions to Ask (MUST DO)

Strong questions signal **seniority and discernment**.

Prepare Questions On:

- > Role expectations
- > Team dynamics
- > Decision-making
- > Company priorities
- > Success measures
- > Risks and challenges

Examples:

- What does success look like in the first year?
- Where has this role struggled historically?
- What differentiates top performers here?
- What keeps you up at night about this team?

9. Practical Preparation (SHOULD DO)

- > Confirm interview format (virtual / in-person)
- > Test tech in advance
- > Plan attire (aligned with company culture)
- > Prepare a short intro (30–45 seconds)
- > Have notes ready (especially for virtual interviews)

10. Closing Strong (OFTEN MISSED)

- > Reiterate interest
- > Summarise fit briefly

- > Address any concerns proactively
- > Ask about next steps

Example close:

“Based on what we’ve discussed, I’m excited about the scope and feel my experience aligns well. Is there anything you’ve seen today that you’d like me to clarify?”

11. Post-Interview Follow-Up (MUST DO)

- > Send a thank-you message within 24 hours
- > Reference something specific discussed
- > Reconfirm interest
- > Clarify availability / next steps

12. Review & Learn (SHOULD DO)

After each interview:

- > What went well?
- > What questions came up repeatedly?
- > Where did you feel stretched?
- > What feedback (explicit or implicit) did you receive?
- > What should you refine for next time?

Track this in your **MYNDORE Job Search Tracker**.

Interview Preparation by Seniority

Mid-Level Candidates

- Focus on execution and learning
- Show ownership and growth mindset
- Demonstrate collaboration

Senior Candidates

- Show judgement and perspective
- Demonstrate pattern recognition
- Reduce perceived risk
- Speak in outcomes, not tasks