

Pre-Interview Reflection Exercise

Many qualified candidates miss out on receiving an offer due to:

1. Perceived lack of interest
2. Overall poor interview preparation
3. Inadequate presentation of their skill set and how their skills/experience apply to the position
4. Low confidence in abilities
5. Nerves getting in the way

To help with these areas and more, here's a self-reflection and strategic exercise you can do, which we recommend completing the night before your interview! Before your interview, you really want to understand and be able to communicate: Why am I qualified? Why am I interested/excited? How will I get ramped-up on any skills I'm missing?

1. What are the 4-6 key components of your professional elevator pitch? What skills, successes, experience, etc. have you had that are pertinent to the role you're interviewing for?

2. Why are you qualified? What experience(s) do you have that would make you an instant contributor?



3. Why are you interested? What excites you about the role, company, responsibilities, etc.?

4. Engage in “candidate risk management.” What skills, tools, instruments, approaches, certifications, etc. are you lacking that the position is asking for AND how could you refute that “skill concern?” For example, if you hadn’t worked with a specific instrument, you could communicate your ‘Training/Ramp-Up Plan,’ which might be *“investing time researching and gaining an understanding with that instrument.”* Or, if you’ve worked with a similar skillset, explaining *“while I don’t have hands-on experience with XYZ, I’ve been really excited to get exposure with it and I’ve worked with ABC, which has many similarities!”*

Skill/Exp Missing: _____ &

Rebuttal: _____

Skill/Exp Missing: _____ &

Rebuttal: _____

Skill/Exp Missing: _____ &

Rebuttal: _____

5. Do you have non-proprietary examples of your work, recommendations, writing samples, etc. that would be worthwhile to share related to your qualifications for this particular opportunity? What are they?
