

# Interview Prep Checklist

The Bloom Partners

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Most interviews are lost before they start. This checklist gives you a structured framework to walk in ready.

## 1. Clarity

- Define your target role in one specific sentence.
- Write your 'why now' in two sentences. What changed that makes this move the right one?
- Know what you will not compromise on before any conversation starts.
- Write your 60-second opener before you practice anything else.
- Identify the two or three things you want the interviewer to remember about you.
- Be clear on what you bring that others do not. Specific capability, not generic strengths.
- Know what you are moving toward, not just what you are moving away from.

## 2. Positioning

- Read the job description twice: once for responsibilities, once for the problem they are solving.
- Map your top five proof points directly to the top five requirements.
- Match your language to theirs. Use the terms from the posting.
- Research the company: recent news, leadership, and market signals.
- Prepare three specific results-driven stories, each with a measurable outcome.
- Get ahead of any gap in your background with context, not silence.
- LinkedIn the interviewer before the call. Understand their lens.
- Have an informed point of view on the company or industry.

## 3. Execution

- Run a prep session at least 48 hours before the interview.
- Practice your opener and top three stories out loud.
- Prepare five thoughtful questions that show you understand the business.
- Confirm format, platform, and time zone in advance. Test your connection.
- Follow up within 24 hours with a short, direct note.
- Debrief after every interview. Write what was asked and what you learned.
- Track every application: company, role, stage, and outcome.

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## Scripts

### 60-Second Opener

I have spent the last [X years] focused on [core area]. Most recently I was [role] at [company], where I [specific outcome]. Before that I [brief prior context]. What I am looking to do next is [specific direction], and I am particularly interested in this role because [genuine reason].

### Post-Interview Follow-Up Email

Subject: Thank you -- [Role Title] [First name], thank you for the time today. I appreciated the conversation about [specific topic]. It reinforced my interest in how [company] approaches [relevant area]. I am confident I can contribute to [specific outcome]. Looking forward to next steps. [Your name]

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## Quick Checklist

- Target role defined in one sentence
  - Why now written and practiced
  - 60-second opener written and said out loud
  - Top three proof points with measurable outcomes
  - Job description mapped to your five strongest stories
  - Company and interviewer researched
  - Five thoughtful questions prepared
  - Weakness answer ready and honest
  - Conflict story ready with a real outcome
  - Follow-up email drafted before the call
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