



# INTERVIEW CHEAT SHEET

## FEARLESS SALARY NEGOTIATION

For every interview, review this cheat sheet to prepare by gathering information about the company and making sure you're ready to ask and answer common questions.

**PREPARATION** - Do this research before your first interview with each new company

### COMPANY INFORMATION

- Company name
- Mission statement
- Goals and pain points
- Who are their customers?
- How big are they?
- Where are they located?
- Other job openings
- Blog posts and news articles
- Recent financials (if public)

### DO NOT DISCLOSE YOUR CURRENT OR DESIRED SALARY

### THE DREADED SALARY QUESTION



"So where are you right now in terms of salary, and what are you looking for if you make this move?"

"I'm not really comfortable sharing that information. I would prefer to focus on the value I can add to this company and not what I'm paid at my current job."



**HANDLING INTERVIEW QUESTIONS** - Review this before each interview

### HOW TO ANSWER AN INTERVIEW QUESTION

(Yes almost any question!) Practice this

- Identify the company's goals and pain points using research and good questions
- Identify your specific skills and experience that help address those goals and pain points
- Answer with the skills or experience you'll use to address the goals and pain points

### COMMON QUESTION TYPES

Be ready for each type

- Résumé
- Personal
- Technical
- Tools and technology
- Special projects
- Challenging situations

### QUESTIONS YOU SHOULD ASK

Ask two or three if the interviewer gives you a chance

- What does a typical day look like?
- What is the greatest challenge for the team right now?
- Can you tell me about the team I'll be working with?
- What is the greatest challenge for this particular role?
- What's the company culture like?
- Can you tell me about career growth opportunities?



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## COMPANY NAME \_\_\_\_\_

The company's goal is to \_\_\_\_\_ and I can help by \_\_\_\_\_

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Other things I know about the company... \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Two ways I can help the company right now... \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VENUE-SPECIFIC CHECKLIST - Review these before each interview

### IN PERSON

- 15 minutes early
- Copies of résumé
- Notebook and pen
- Dress one level above the company dress code

### PHONE CALL

- Ready 5 minutes early
- Résumé ready to email
- Computer or notebook
- Quiet place to talk
- Earbuds or headset
- Water to drink

### VIDEO CALL

- Ready 5 minutes early
- Résumé ready to email
- Quiet room to talk
- Check internet connection
- Earbuds or headset
- Check camera, lighting, background
- Test video software
- Take notes
- Dress one level above the company dress code
- Water to drink

## NOTES - Take notes to show engagement and capture details for future interviews

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