

confidence  
clarity  
purpose  
impact  
growth  
guidance



# INSPIRE TO EXCEL

CAREER SERVICES

Empowering women to achieve *authentic* success™

## Interview Success Checklist: Present Your Authentic Value

Interviewing isn't just about answering questions—it's about confidently sharing your unique value while ensuring the role and organization align with your authentic career goals. Use this checklist to prepare for meaningful interview conversations.

### Research & Preparation

- Research the organization's mission, values, and culture
- Review the job description and match your experiences
- Prepare your key achievement stories

### Position Your Value

- Identify your unique strengths for this role
- Craft your compelling professional story
- Connect your experience to their needs

### Interview Strategy

- Practice your responses to common questions
- Prepare thoughtful questions to ask them
- Plan your professional appearance

### During the Interview

- Listen carefully and ask clarifying questions
- Share specific examples of your achievements
- Take notes on key points discussed

### Follow-Up Steps

- Send a thoughtful thank-you note within 24 hours
- Reference specific conversation points
- Reiterate your interest and fit

### Remember

- Be authentic and confident
- Focus on mutual fit
- Practice self-care during the waiting period

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Ready to build your interviewing skills? Learn about our specialized interview training at <https://www.inspiretoexcel.com/services>. **Let's get growing!**