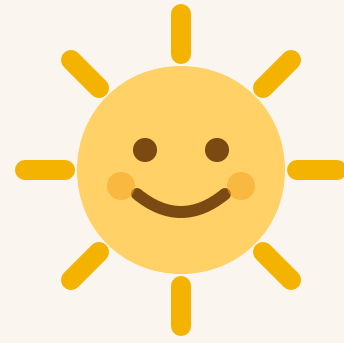


AI JOB SEARCH OS

Club Relaunch

Get back to work.



Interview Prep

AI Job Search OS · Workflow 4

Part of the AI Job Search OS kit



Interviews go well when you're prepared and badly when you're winging it. This workflow builds everything you need before the call: a scorecard of what they're judging you on, a bank of true stories from your career, answers to the questions they'll probably ask, and a mock interview run with an AI chat tool playing the interviewer.

Finish this and you'll have: an interview packet (scorecard + story bank + Q&A) and a rehearsal plan.

Inputs you need

- The job posting for the role you're interviewing for.
- Your evidence table and tailored resume from Workflow 2.
- The interview details: who you're meeting, what round it is, how long it's scheduled for.

Step 1 — Build the role scorecard (15 minutes)

The scorecard is your guess at what they're judging you on. Pull it straight from the posting's requirements (Workflow 2, Step 1), and add the human stuff every interviewer cares about. Example — Maria's interview for the Brightline Wellness role:

Brightline Wellness — Email Marketing Specialist — Interview scorecard 1. Email marketing depth (platforms, list growth, deliverability basics) 2. Copywriting quality (can she write a subject line on the spot?) 3. Analytical thinking (does she read campaign data and act on it?) 4. Cross-functional work (can she work with design and product teams?) 5. Culture fit (startup pace, mission-driven wellness brand — does she care?)

My honest rating (1-5) going in: 5, 4, 4, 4, 4 — strongest on depth, need to show the mission matters to me.

Rate yourself honestly on each line. The low scores tell you where to spend prep time — not to fake it, but to find your best true story for that area.

Step 2 — Build your story bank (30 minutes)

Interviewers remember stories, not adjectives. Build 5–7 stories from your real career using this shape:

- **Situation:** what was going on (one sentence)
- **Task:** what you were responsible for (one sentence)

- **Action:** what *you* specifically did (two sentences)
- **Result:** what happened, with a real number if you have one (one sentence)

Maria's story for "analytical thinking":

Situation: At the skincare startup, our welcome email series had a 22% open rate, well below industry standard. **Task:** I owned the welcome series and needed to figure out why it was underperforming. **Action:** I pulled the data and saw most drop-off happened at email two, which was a long brand story with one small discount buried at the bottom. I rewrote it to lead with the offer and cut it in half, then A/B tested the new version against the old one for two weeks. **Result:** Open rate rose to 34% and the series started driving about 15% more first purchases.

Every story must be **true** — the same rule as your resume. If you can't remember the exact number, say "around" or describe the result qualitatively ("it became our best-performing series"). A slightly fuzzy true story beats a crisp invented one.

Have the AI chat tool help you brainstorm which experiences fit which scorecard line:

Here are 6 experiences from my career: [list them briefly]. Here is my interview scorecard: [paste it]. Match each experience to the scorecard line it best supports, and flag any scorecard line with no matching experience.

For flagged lines, think harder — or prepare an honest answer about how you'd approach it (see Step 3).

Step 3 — Prepare answers to likely questions (25 minutes)

Ask the AI tool to generate likely questions:

I'm interviewing for [ROLE] at [COMPANY]. Here is the job posting: [PASTE]. Generate 12 likely interview questions: 4 about my experience, 4 behavioral ("tell me about a time..."), 2 about why I want this role/company, and 2 tricky ones (gaps in my resume, why I left my last job).

Then draft answers — short, spoken-language answers, not essays. Two examples:

"Why do you want to work here?" (Maria)

I've spent six years in email marketing, and the work I enjoy most is lifecycle — welcome series, win-backs, the emails that actually build a relationship with customers. Brightline's subscription launch is exactly that kind of work, and it's for a product I'd genuinely use. That's a combination I haven't had before.

"Tell me about a gap / why did you leave your last job?"

My role was eliminated in a restructuring in June — the whole lifecycle team was cut. Since then I've been job searching full time and taking an SMS marketing course to round out my skills. I'm excited to get back to work somewhere I can stay and grow.

Honest, brief, forward-looking. Never badmouth a former employer — "restructuring" and "it wasn't the right fit" are complete answers.

Step 4 — Run a mock interview with the AI tool (30 minutes)

This is the highest-value half hour in the whole kit. Paste this into your AI chat tool:

Act as the hiring manager interviewing me for [ROLE] at [COMPANY]. Here is the posting: [PASTE]. Ask me one question at a time. After each of my answers, give me brief feedback: one thing I did well, one thing to improve. Then ask the next question. Ask 8 questions total, then give me an overall summary.

Answer out loud — actually speak, don't just type. It feels awkward; do it anyway. The awkwardness is the point: your mouth needs practice forming the answers, not just your brain.

Quality gate for the mock: every story you told was true and had a clear result, and you practiced every answer out loud at least once. If you caught yourself inventing a detail mid-answer, stop, correct it, and note the real version.

Step 5 — Make the rehearsal plan (10 minutes)

For the 2–3 days before the interview:

- **Day before:** re-read your scorecard, story bank, and the company's last few announcements. Prepare 3 questions to ask *them* (about the team, the role's first 90 days, how success is measured).

- **Morning of:** 15-minute spoken run-through of your two weakest stories. Then stop — over-rehearsing makes you sound robotic.
- **Logistics:** test your video/audio if remote; plan to arrive 10 minutes early if in person; bring a notebook.

Your 3 questions for them (examples): 1. "What would success look like in the first 90 days?" 2. "How does the marketing team work with design day to day?" 3. "What's the biggest challenge the team is facing right now?"

Quality gate — check before moving on

- ☐ My scorecard lists what they'll judge me on, with my honest self-rating per line.
- ☐ My story bank has 5–7 stories, every one true, every one with a clear result.
- ☐ I have drafted answers to at least 10 likely questions, including the hard ones (gaps, why I left).
- ☐ I ran the mock interview and practiced answers out loud at least once.
- ☐ My rehearsal plan is scheduled: day-before review, morning-of run-through, logistics handled.

Output

- **Interview packet** — scorecard + story bank + drafted Q&A, on paper or in a doc you can review the night before.
- **Rehearsal plan** — what's happening the day before and the morning of.

When the interview turns into an offer, open `club-relaunch-offer-negotiation.pdf` — and don't accept anything on the spot.