EXECUTIVE CLIENT SERIES

Executive Interview Preparation Sheet

Complete one sheet for each organization. Bring the first page with you; keep the rest for your own review.

Companion to The Executive Interview Playbook. Section references point to the Playbook.

1. The opportunity

Detail	Notes
Organization	
Role and reporting line	
Ownership (public, PE, VC, private, nonprofit)	
Interview date, time, time zone	
Format (in person, video, panel, board)	
Search partner and contact	

2. The mandate (Playbook Section 3, Step 1)

Why is this role open now?

What is broken, stalled, or about to scale?

What will success look like in 12 to 18 months, in business terms?

Who decides, and who influences the decision?

3. Business diagnostic (Step 2)

Their strategic priority
Their biggest visible risk
Key numbers (revenue, growth, margin, headcount, recent deals)
Main competitors and how they differentiate
One question the public information does not answer

4. My value thesis (Step 3)

I am the leader who...
I have done it... (two or three proof points with numbers)
For you, that means...

5. Proof portfolio (Playbook Section 5)

Prepare six to eight SCALE stories. Tick the judgments each one proves, so that together they cover all five.

#	Story title	Stakes and choice	Result (with numbers)	Proves
1				☐ Mandate ☐ Judgment ☐ Leadership ☐ Commercial ☐ Trust
2				☐ Mandate ☐ Judgment ☐ Leadership ☐ Commercial ☐ Trust
3				☐ Mandate ☐ Judgment ☐ Leadership ☐ Commercial ☐ Trust
4				☐ Mandate ☐ Judgment ☐ Leadership ☐ Commercial ☐ Trust
5				☐ Mandate ☐ Judgment ☐ Leadership ☐ Commercial ☐ Trust
6				☐ Mandate ☐ Judgment ☐ Leadership ☐ Commercial ☐ Trust
7				☐ Mandate ☐ Judgment ☐ Leadership ☐ Commercial ☐ Trust
8				☐ Mandate ☐ Judgment ☐ Leadership ☐ Commercial ☐ Trust

The story about a decision that went wrong, and what I changed afterward

6. First-90-days hypothesis (Step 5)

Phase	What I would focus on	What I would deliver
Days 1 to 30		
Days 31 to 60		
Days 61 to 90		

7. Anticipated questions (Playbook Sections 6 and 8)

The question I expect	Headline answer	Story to use

The hardest question I could be asked, and my calm, brief answer

8. People I am meeting and my questions for them (Section 7)

Name and title	Background and what they care about	My two or three questions

9. Debrief (complete within two hours)

What did they emphasize most? Did it confirm or change my read of the mandate?

What resonated? Which stories landed?

What concerns or hesitations surfaced, and how should I address them next time?

What would I do differently?

Follow-up notes: who, the point to reinforce, and any value to add

Next steps and timeline, as they described them

Share your debrief with your iCareerSolutions advisor. We will help you prepare for the next round and address any concern before it becomes a deciding factor.