Checklist for preparing for a UX Interview

UX hints.com

Step 1

Optimize your LinkedIn profile to be discoverable

☐ Craft an impactful headline that summarizes your experience and strengths

☐ Showcase achievements in your profile description and experience bullet points by indicating impact rather then a proocess

☐ Optimize your profile for LinkedIn SEO by including semantically relevant keywords, services you provide, and recommendations from connections and former colleagues

☐ Include a professionally looking profile picture, location, and contact information

Step 2

Prepare your resume for hiring managers

☐ Lead with a power summary that concisely summarizes your skills and achievements

☐ Pare down your resume to one page and focus on results over responsibilities

☐ Highlight soft skills like communication, collaboration, and problem-solving to demonstrate culture fit

Step 3

Button up your portfolio

☐ Select your top 3-4 projects and craft compelling case studies that quantify your impact and learning for each

☐ Adjust your case studies strategically to highlight your strengths for each role you're applying for

☐ Summarize the key challenge and your solutions/results upfront in each case study

☐ Demonstrate thought leadership by explaining your rationale and measuring success

☐ Bring projects to life by describing setbacks overcome or lessons learned

☐ Link to interactive prototypes and designs to bring your portfolio to life

☐ Ensure your web portfolio is all buttoned up

Step 3

Prepare for the conversation

☐ Craft a compelling yet concise pitch summarizing your most relevant experience and strengths

☐ Practice answering behavioral questions using the STAR method and Amazon's Leadership Principles as a framework

☐ Conduct mock interviews with an AI interviewer like ChatGPT to polish your stories and design delivery

☐ Anticipate common interview questions and practice answering them with a friend or colleague

☐ Highlight soft skills like communication, collaboration, and problem solving to demonstrate culture fit

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