

PREPARING FOR YOUR NEXT CAREER

During the recruiting process, candidates often ask for advice on best practices for a successful interview. Below you will find some useful suggestions and guidance as you prepare your resume and next interview.

Focus on your resume

This is the first impression we'll see about you, so highlight your achievements. Considerations:

- Align your skills and experience with the job description. Did you address job specifics in your resume?
- Be specific about projects you've worked on or managed. What was the outcome? How did you measure success?
- If you've had a leadership role, tell us about it. How big was the team? What was the scope of your work? How did you learn from the failures?
- If you're a recent university graduate or have limited work experience, include volunteer work, school-related projects or coursework that demonstrate relevant skills and knowledge.
- Keep it short: If there's additional information (like a portfolio) we need during the hiring process, your recruiter will work with you to collect it.

Helpful Guidance

- Predict the future: You can anticipate 90% of the interview questions you're going to get. "Why do you want this job?" "What's a tough problem you've solved?" If you can't think of any, search the internet "most common interview questions." Write down the top 20 questions you think you'll get.
- Plan: For every question on your list, write down your answer. That will help them stick in your brain, which is important because you want your answers to be automatic.
- Have a backup plan: Actually, for every question, write down THREE answers. Why three? You need to have a different, equally good answer for every question because the first interviewer might not like your story. You want the next interviewer to hear a different story and become your advocate.
- Explain: We want to understand how you think, so explain your thought process and decision making throughout the interview. Remember we're not only evaluating your technical ability, but also how you approach problems and try to solve them. Explicitly state and check assumptions with your interviewer to ensure they are reasonable.
- Be data-driven: Every question should be answered with a story that demonstrates you can do what you're being asked about. "How did you lead?" should be answered with "I'm a collaborative/decisive/whatever leader. Let me tell you about the time I..."



- Clarify: Many of the questions will be deliberately open-ended to provide insight into what categories and information you value within the situational puzzle. Employers are looking to see how you engage with the problem and your primary method for solving it. Be sure to talk through your thought process and feel free to ask specific questions if you need clarification.
- Improve: Think about ways to improve the solution you present. It's worthwhile to think out loud about your initial thoughts to a question. In many cases, your first answer may need some refining and further explanation. If necessary, start with the brute force solution and improve on it — just let the interviewer know that's what you're doing and why.
- Practice: Everyone gets better with practice. Practice your interview answers—out loud—until you can tell each story clearly and concisely.



WHAT HAPPENS AFTER YOU APPLY

Knowing what to expect once you've submitted your application can help ease the normal anxiety that often occurs when waiting for a response. Below you will find the basic process followed at Sunquest.

Once you've submitted your application...

- Applications are read by real humans who are both experts in interpreting resumes and familiar with our jobs—not just the one you applied for. This allows recruiters to route candidates across the entire company. If no current match is available, they'll make a note to follow up with you about future opportunities.
- If our recruiters find a potential match, they'll schedule a call to learn more about your skills and experience. Bring your questions—this is your opportunity to learn more about the role and our chance to hear more about you.

The interview process...

Phone interviews

- During initial phone or virtual (MS Teams or other) interviews, you'll speak with a potential peer or manager.
- First interview discussion will last between 30 and 60 minutes. Make sure to ideally pick a time to interview when you feel you are at your best.
- You will be asked open-ended questions. Ask clarifying questions.

In-person or Virtual Interviews

You'll usually meet with some potential teammates and cross-functional team members—for about 30 to 45 minutes each.

All candidates will have the chance to highlight strengths in four different areas:

- **General cognitive ability:** We ask open-ended questions to learn how you approach and solve problems. There's no one right answer—your ability to explain your thought process and how you use data to inform decisions is what's most important.
- **Leadership:** Be prepared to discuss how you have used your communication and decision-making skills to move teams. This might be by stepping up to a leadership role at work or with an organization, or by helping a team succeed even when you weren't officially the leader.
- **Role-related knowledge:** We're interested in how your individual strengths combine with your experience to drive impact. We don't just look for how you can contribute



today, but how you can grow into different roles—including ones that haven't even been invented yet.

- **Contributions:** Share how you work individually and on a team, how you help others, how you navigate ambiguity, and how you push yourself to grow outside of your comfort zone.

Throughout the interview process, feel free to ask your interviewers for clarification to make sure you fully understand their questions. And feel free to interview us, too. Ask questions—about the work, about the team, about the culture—that will help you decide whether the job will be right for you. We recognize this is a two-way street of selecting each other.

FAQs

- **Will you let me know when a job has been filled?** Once we fill a position to do notify everyone. We try to reach out in the first few weeks to candidates we are interested in. Also our recruiters might reach out if we find a different potential match for your skills, interests, and experience.
- **Can I apply for multiple jobs?** Yes, you can apply for more than one role at once, though we recommend narrowing your choices down to a few jobs that truly match your skills, experience, and interests. We'll review your resume/CV— to determine the best fit. Keep in mind you might be turned down for one job and still be active on another role.
- **What if I need an accommodation for the interview?** No problem! We have a team dedicated to making sure you have the accommodations you need to interview. If you need for us to arrange an ASL interpreter, if you'd like your service animal with you, if you need your hotel to be wheelchair accessible, or if you have something else in mind, just ask your recruiter to connect you to the interview accommodations team. From there, you can confidentially discuss your accommodation options with a [recruiter](#).