

TOOLKIT

Candidate Prep Guide

Candidates who don't have friends or family who work in certain professional fields may have less support when preparing for interviews. They may be unfamiliar with application processes and interview formats. Providing clear information about the expectations allows candidates from all backgrounds to engage fully, and can give diverse candidates the confidence to continue with their application.

This Tool Kit is offered to help firms within the global asset management industry build successful interviewing practices. It can be customized to meet your firm's internal needs and resources, and includes several resources for consideration.

Goals:

- Guide candidates that may have less support, fewer resources
- Prepare interviewees for behavioral-based questions
- Build an equal playing field for all



WHY

Adequately preparing all interviewees can result in:

- Equitable opportunities
- More diverse final candidate slates
- A pivot from “culture fit” to “culture add” environment

HOW

Hiring managers and/or human resource teams may consider offering all candidates the following guidelines on how to prepare for an interview.

Do Your Homework

- ☐ Get to know the company.
 - Review the “About Us” page.
 - Understand the corporate mission.
 - Know what products are offered and who the clients are.
- ☐ Read the news.
 - Be aware of recent articles on the business, key leadership changes, new initiatives, opinion/thought pieces.
- ☐ (Pre) meet the leadership.
 - Ask who you will be meeting with.
 - Read bios of team leaders and executive stakeholders.
 - Research possible shared affiliations you may have (past employers, charity organizations, etc.).
- ☐ Have a basic understanding of the competitive landscape.
 - Read up on the broader market/industry.
 - Try to identify key competitors.
- ☐ Use your network.
 - Reach out to anyone you may know within the organization to get their opinion on how best to prepare for the meeting.

Prepare & Practice

- ☐ Have a clear way to communicate your motivations, what drives you, and the thread that runs through your career to date.
- ☐ Prepare experiential examples that illustrate your fit with the core elements required for the role.
- ☐ Be ready to answer behavioral-based questions such as those starting with “Tell me about a time when...”
- ☐ Offer explanations for job movements, career changes, or gaps in your resume.
- ☐ Offer a personal context to themes that drive you.
 - Example: “I was interested to read about your commitment to your local community, I am a member of the Big Brothers Big Sisters’ group in my area and am eager to explore new ways to give back.”
- ☐ Be OK with calling out your successes, even if it feels uncomfortable.
- ☐ Back up accomplishment with tangible results (e.g., impact to clients, increase in productivity, etc.)
- ☐ Demonstrate self awareness by talking about areas where you have faced a significant challenge.
- ☐ Know the dress code ahead of time so that you present well to your interviewers.
- ☐ Prepare questions for the interview panel ahead of time. Be sure to demonstrate intellectual curiosity about the people, the firm and the opportunity.

Sources: DPNA member firms, including Audeliss (member, 2020)

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