

Interview Prep Guide

Congrats on securing your upcoming interview!

Here are 10 key tips to help you prepare! Keep in mind, this guide focuses on top general recommendations for success and does not include details about specific clients.

Research the company and the role.

Spend some time reviewing the company's website, mission, values, and recent news. Understanding the organization helps you tailor your answers and shows the interviewer you're genuinely invested.

Review the job description closely.

Identify the top 3-5 responsibilities and required skills. Prepare examples from your past experiences using the [STAR method](#).

Review the work schedule details ahead of time.

Before your interview, review the schedule provided by your recruiter and make sure you're comfortable with the expectations. Be prepared to discuss your availability and confirm that you can commit to the schedule, whether the opportunity is full-time, part-time, project-based, or flexible.

Have your resume readily available.

Keep the most up-to-date version of your resume open and accessible during the interview. Be prepared to speak confidently about your experience, certifications, specialties, and accomplishments.

Clear your schedule 15 minutes before and after the interview.

Blocking time before and after your interview allows you to prepare, gather your thoughts, and avoid rushing between responsibilities. Arriving prepared demonstrates professionalism and helps you start the conversation confidently. Allow 15 minutes after for follow up.

Prepare your interview environment.

Many coding interviews are currently conducted by phone, with more organizations transitioning to video interviews. Whether by phone or video, choose a quiet, distraction-free location where you can focus entirely on the conversation. If participating by video, test your technology and ensure your camera, microphone, and internet connection are working properly.

Dress and communicate professionally.

For video interviews, dress professionally and maintain strong interview etiquette. Make eye contact, minimize distractions, and stay engaged throughout the conversation. Professional communication and presentation help create a positive first impression.

Be prepared for a technical discussion.

These interviews are often highly technical. Review your coding experience, chart types, specialties, work volumes, productivity expectations, quality scores, audit results, and any relevant software platforms you have used. Be prepared to discuss how your experience aligns with the role.

Be honest and explain your thought process.

Do not rely on AI-generated answers or scripted responses. Interviewers can often identify when answers are not authentic. If you do not know the exact answer to a question, explain how you would approach the problem, where you would research guidance, and the steps you would take to arrive at the correct solution. Transparency and clinical reasoning are highly valued.

Ask thoughtful questions.

Asking questions demonstrates professionalism and interest. Consider asking about team structure, coding expectations, quality standards, productivity metrics, ongoing training opportunities, or what makes someone successful in the role.

Direct compensation and benefits questions to your recruiter.

Coding Managers and interviewers typically focus on clinical, technical, and operational discussions. Questions about compensation, benefits, onboarding, or employment details are best directed to your recruiter, who can provide the most accurate information.

Click [here](#) for a downloadable checklist to keep you on track as you navigate job interviews.

Thank you email template

Use this template as a guide to write a personalized thank you note to send after your interview.

Subject: Thank You for the Opportunity

Dear [interviewer name],

Thank you for taking the time to speak with me today about the [position title] role. I enjoyed learning more about the company and the work you're doing. Our conversation gave me a clearer picture of how I could contribute to the team.

I'm confident that my experience in [briefly reference a relevant skill or experience] aligns well with the needs of the role, and I would be thrilled to bring my strengths to your organization.

Please let me know if there is anything else you need from me. I look forward to hearing about the next steps.

Thank you again for your time and consideration.

Best regards,

[Name]

[Your phone number]

Moving forward with confidence

As you take these next steps of refining your resume, preparing for interviews, and presenting your strengths with confidence, remember that each action moves you closer to the opportunities you're aiming for. The process may feel tedious and repetitive, but with a clear strategy and steady preparation, you're building real momentum. Whether you're exploring new settings, advancing your career, or stepping into your first role, these tools are designed to help you move forward with purpose. When you're ready, Amergis offers a wide range of positions where your skills and dedication can truly make an impact. Your next move is within reach, and you're more prepared than you think.