

# Interviewing Skills

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## The Interview is a 2 way street

- Interviewers want to learn more about your skills and experience to decide if you are a fit for the position
- You can learn more about the job, colleagues, workplace to decide if the position is a fit for you
- Be positive! Express interest in the job.



## Key to successful interviewing is effective preparation

Prepare by:

1. Researching the job and company
2. Knowing the types of questions you'll be asked
3. Preparing your answers
4. Practicing your interview responses



## Researching the job and company

- Employer's homepage
- Network – use LinkedIn, professional and alumni networks
- Library resources
- Current employees
- Professionals in the field



## Opportunity Questions

- Tell me about yourself.
- Why are you interested in our company?
- What interests you most about this position?
- What do you know about our organization (products, services, research, departments)



## Sample Behavioral Questions

- Describe a time when you had difficulty working with a supervisor or co-worker in the past.
- Give me a specific example of a time when you sold your supervisor on an idea or concept.
- Describe the system you use for keeping track of multiple projects.
- Tell me about a time when you came up with an innovative solution to a challenge your lab was facing.

## Preparing Your Answers

- Develop examples that demonstrate how your skills and experience relate to the major job responsibilities
- Use the Situation-Task-Action-Result, STAR technique

## Situation-Task-Action-Result technique

1. Describe the **situation** or context.
2. Describe the **task**, challenge or problem to be solved.
3. Describe the **action** you took, what did you do.
4. Describe the outcome or **result**.

## Practicing for the interview

- Mock interview with career counselor
- Practice with a mentor or colleague
- Practice your answers aloud by yourself

## Some questions to ask the interviewer

- What is a typical day like?
- What is the management style of the person who will be my supervisor?
- Is there a lot of team/project work?
- What are the next steps? When should I expect to hear from you?

## Make an appointment

- If you want to talk more about interviewing or practice interviewing with a career counselor, please go to:
- [https://www.training.nih.gov/career\\_services/appointments](https://www.training.nih.gov/career_services/appointments)
- <http://www.training.nih.gov/>
- [kirchgessnera@mail.nih.gov](mailto:kirchgessnera@mail.nih.gov)

## Interviewing articles

- [https://www.training.nih.gov/assets/Interviewing\\_Handout.pdf](https://www.training.nih.gov/assets/Interviewing_Handout.pdf)
- [https://www.training.nih.gov/assets/Preparing\\_for\\_Academic\\_Interviews\\_Handout.pdf](https://www.training.nih.gov/assets/Preparing_for_Academic_Interviews_Handout.pdf)
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