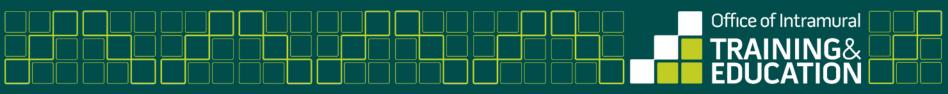
Interviewing

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NATIONAL INSTITUTES OF HEALTH



Their Goal

- To find the best employee with:
 - Expertise towards job
 - Creativity and problem solving skills
 - Independence and Team Players
 - Communication skills
 - Teaching, mentoring and supervisory skills
 - Leadership potential and skills



Your Goal

- Convince employer that you fit their goal
- Learn about the institution and department
- Learn about the locality
- Decide if this is a good "fit" for you



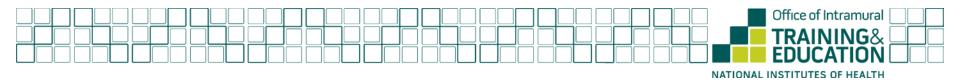
It's not just your expertise.....

- Non-verbal communication
 - Voice
 - Eye contact
 - Gestures
 - Posture
 - Nervous mannerisms
 - Handshake
 - Facial expression
- Verbal communication
 - Language
 - Grammar & sentence structure
 - Ability to organize & express ideas
- Listening skills
- "Fit"



Academic vs. Industry

- Many similarities:
 - Goals
 - Phone interviews
 - On-site interviews
- Many Differences:
 - Types of people you will meet
 - Job talks
 - Duration and number of interviews
 - Timeline to decision



Interviewing by Phone or Videoconferencing

- Land-line and find a quiet place
- Typically 30 45 minutes, anywhere from 1 3 interviewers
- Remember and use interviewers names
- Loss of facial and body language cues can be challenging
- Conversation will likely end with them asking you if you have questions



Academic On-site Schedule

- Eat all meals with potential colleagues
- Meet with:
 - the Chair of relevant Departments and Center
 - individual faculty in & out of your field
 - members of the search committee
 - students and/or postdocs often over lunch
 - [Deans or other University leaders]
- Present:
 - a seminar (45 minutes)
 - [a chalk talk]
 - [a class]
- Tour:
 - facilities, potential lab space, classrooms, and cores
 - the town & surrounding areas



Industry Interviews

	Challenging Interview	Easier Interview	General Comments
Duration	2 days	½ day	Highly competitive position
			is more likely to have a
			multi-day interview; can
			start morning or afternoon
Research Presentation	1 hour	Not required	Know where presentation
			can be shortened in case of
			time crunch, may be
			placed anytime during
			schedule
Likely interviewers	Immediate supervisor, team	Immediate supervisor, a few	Depends on sensitivity of
	personnel from other	department colleagues, head of	position, size of company,
	disciplines, HR representative,	department	interviewer schedules;
	department colleagues, lab		expect changes to
	support staff, management		interviewer list
Length of interview	1.5 hours with immediate	~30 minutes with each	Depends on number of
	supervisor	interviewer	interviewers
Environment	Multiple interviewers	One-on-one	
Location	In a single conference room	Interviewers' offices	Escort between locations
Personal interviewing styles	Hostile	Enthusiastic	
Meals	Lunch: company cafeteria or local restaurant with 1-2 colleagues		
	Dinner: local restaurant with supervisor and their management		



Types of interview questions

- Ice breakers
 - "So, Tell me about yourself"
- Skill-based
 - Science, management, communication and interpersonal
 - "Tell me about your research"
 - "How do you give feedback to subordinates?"
- Behavioral
 - Identify character traits and motivations for seeking the job
 - to see if you are a "good" fit
 - "Strengths and Weaknesses"
 - "What excites/worries you about this job"



STAR approach

- Situation or Task
 - Describe what happened
- Action
 - What did you do?
- Result
 - How did it end, what did you learn, what was accomplished?



PREPARE!!!!

- Understand travel and other logistics
- Read institution websites
- Research your interviewers
- Make lists of questions & resources you need to learn about
- Make an impression clothes that are comfortable, neat, and consistent with the science culture. Do NOT get new shoes!
- Be prepared for all types of questions
- Practice your talk MANY TIMES
- Bring copies of your CV/resume



What You Should Be Asking About

- The culture
- Research themes and areas of focus
- Other duties
- Quality and numbers of trainees or staff
- Mentorship new employees
- Shared resources and core facilities
- Grant expectations (academics)
- Tenure and salary policies
- Personal views of the department, institution, and area
- Anything important to you personally or professionally



Need two jobs?

Academics

- Best discussed with dept chair or head of the search committee, but others may probe on their behalf
- Appropriate to bring this up during the first interview
 - Be positive
 - Ask about local consortia/agreements that might help
 - Be clear about types of positions your partner will accept

Industry

- Best not discussed in first interview
- Not as accommodating as academics
- Research local companies and consortia



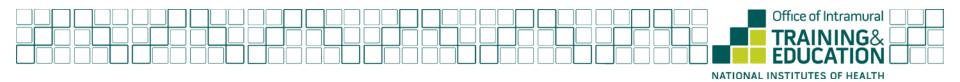
Keep in mind:

- Preparation pays off
- First impressions form quickly
- The interview is not only about you
- You are trying to connect professionally AND personally
- Even the social activities are part of the interview
- You must have questions when asked



Other resources

- www.training.nih.gov
 - Videos under prior events
 - Academic and non-academic
 - Job talks for academics and non academics
- OITE Career Center
 - Library
- Various internet sites
 - Riley guide
 - Job-hunter.com
 - Monster.com



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