

Interviewing Skills

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Science Careers/AAAS

AAAS

- International nonprofit organization dedicated to advancing science, engineering, and innovation throughout the world
- Membership-based organization
- Publisher of *Science*
- Source for a broad range of career development resources through *Science Careers*



“There are two terrible places to be during an interview – sitting in front of the desk wondering what one earth is going to happen next, and sitting behind the desk asking the questions. The average interviewer dreads the meeting almost as much as the interviewee...”

- Martin Yate, *Knock 'Em Dead*

“The goal of an interview is to get you a job offer or at least another interview. If you handle the interview well you will show the employer that, in addition to your outstanding technical qualifications and background, you are a good communicator, an organized, prepared, and logical thinker, and someone who would add value to the organization.”

- Peter Fiske, *Put Your Science to Work*

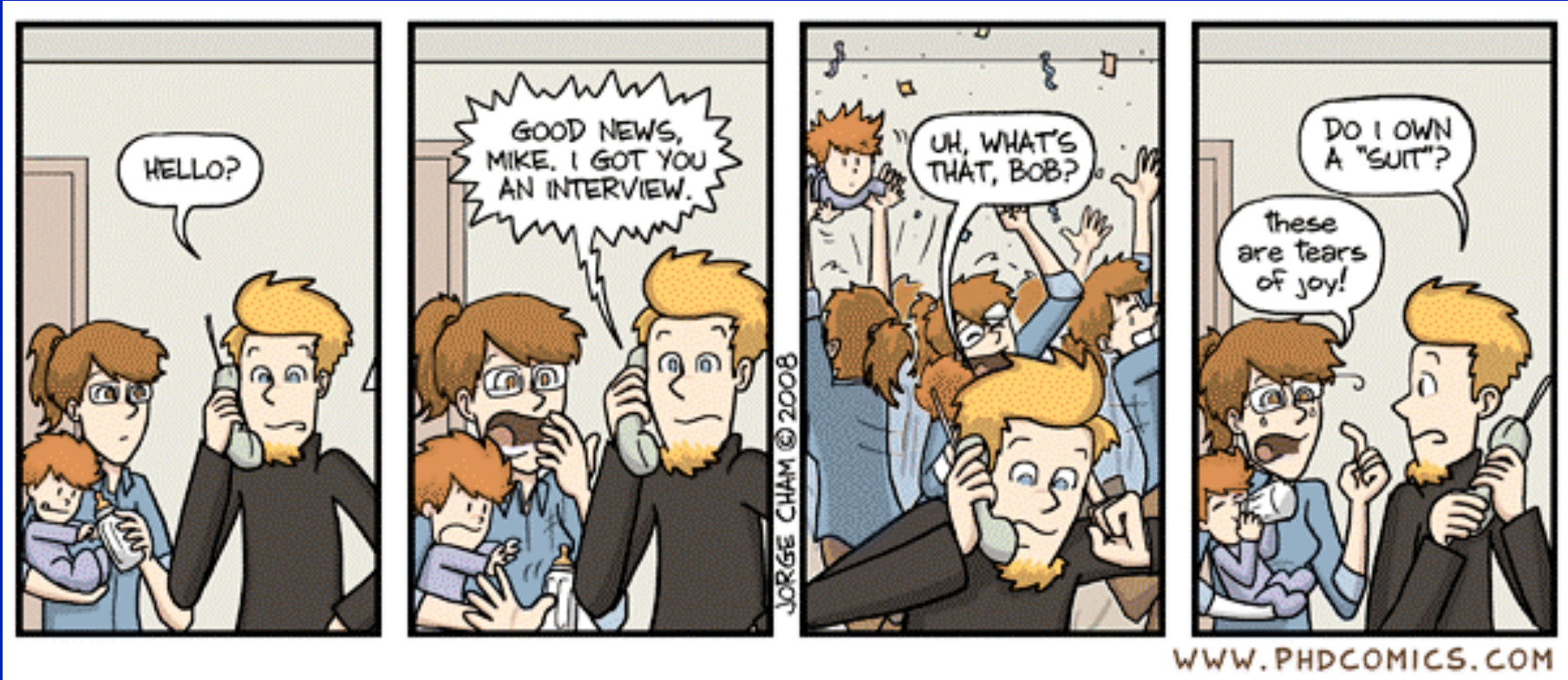
Interviewing Skills

- Why interviews?
- Finding out and scheduling interviews
- Preparing for your interview
- The day of the interview
- During the interview
- Following up

Introduction

- What's the point of an interview?
- Their goals
- Your goals

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Finding Out and Scheduling Your Interview

- Success!
- Make sure you have time to prepare
- What type of interview
- Phone interviews

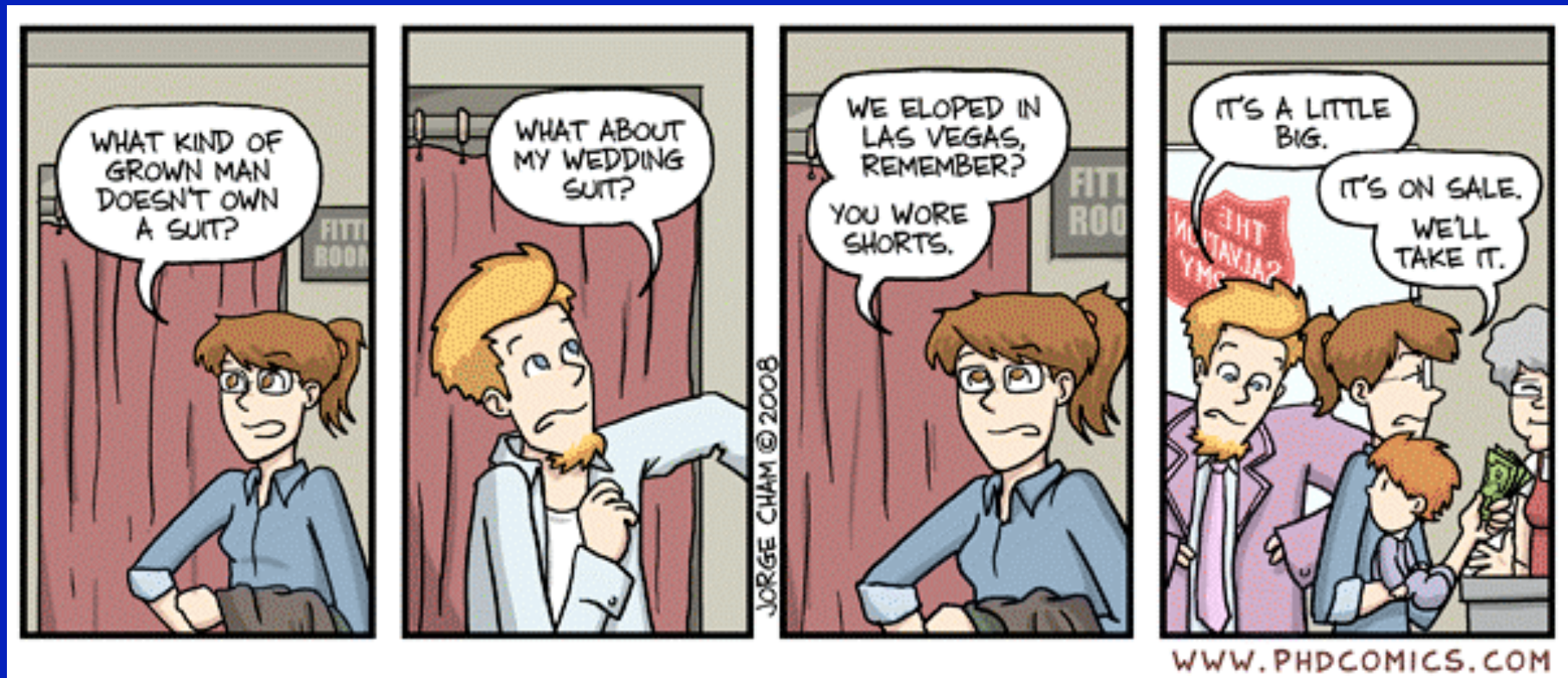
Preparing For Your Interview

- Logistics and general skills
- Interview content
 - Common questions
 - Your questions for them
 - Job talk
- Research

Logistics

- Driving directions
- Practice your handshake
- Get comfortable speaking
- Get comfortable speaking about yourself

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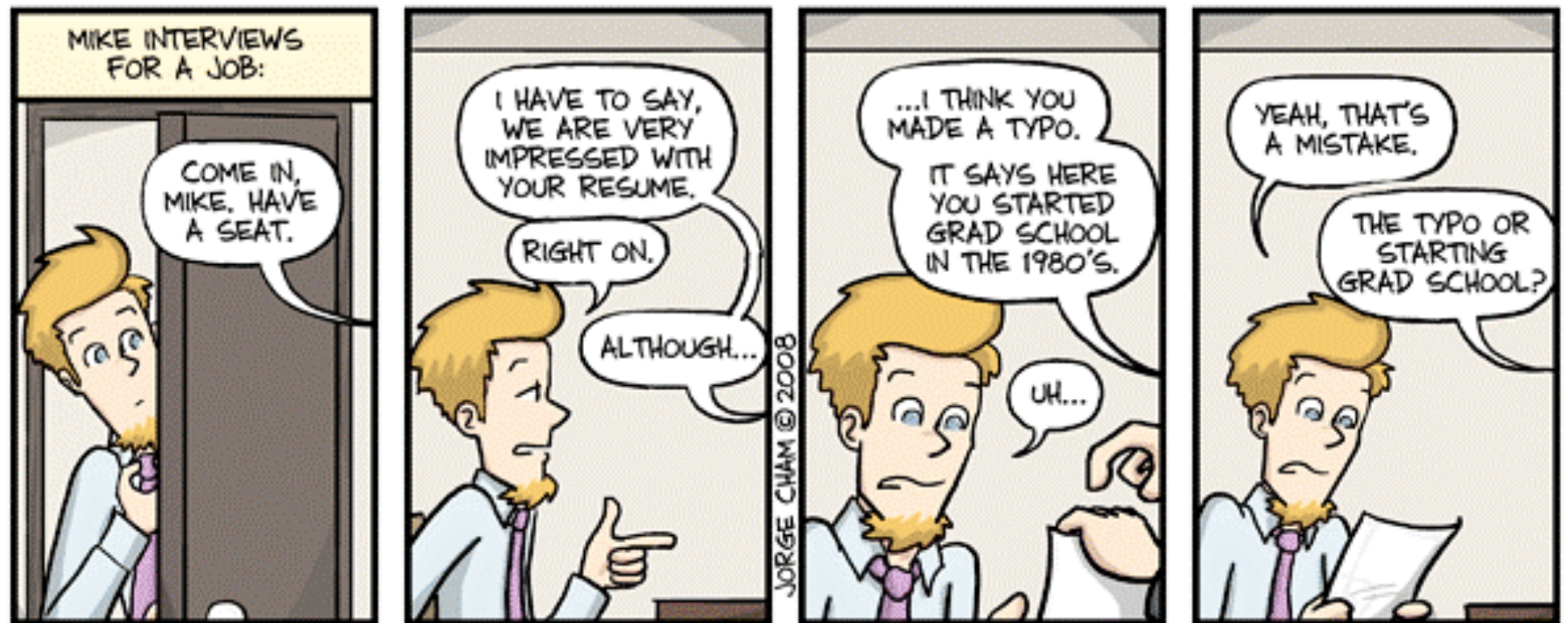
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Common Interview Questions

- Tell me about yourself.
- What are your strengths and weaknesses?
- Why this organization? Why this job?
- What can you do for us?
- Why are you leaving research? (If applicable.)

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Develop Your Own Questions

- What does the job entail?
- What are the opportunities for advancement?
- What about your professional development?
- What are the future goals for the organization?
- What are the roles of different team members?
- What is the culture like in the organization?

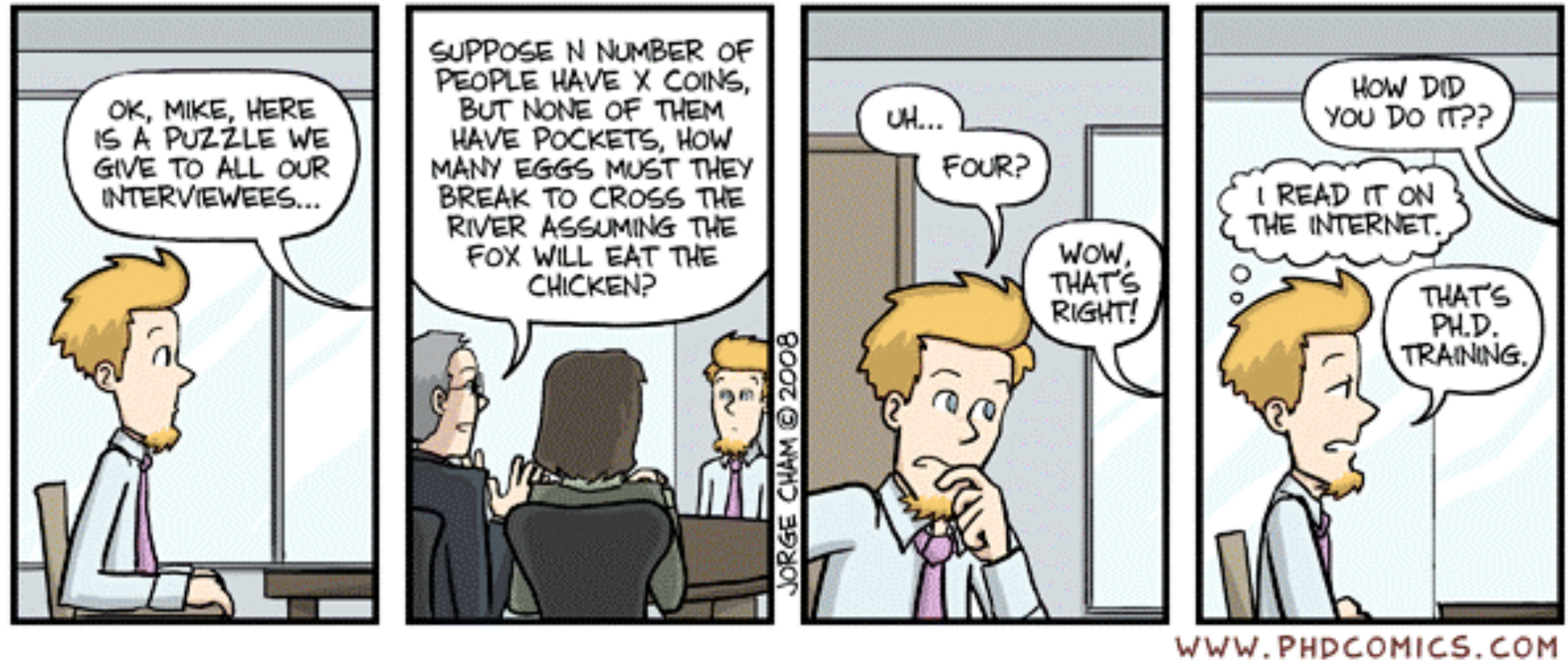
Prepare Your Job Talk

- What are they asking for?
- Who will the audience be?
- Tailor it for the company
- Practice!

Research! Research! Research!

- Find out:
 - The vital facts of the organization
 - The corporate culture
 - Work atmosphere
 - Mission of the organization
- Other research:
 - Competitors
 - Salary

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The Day of Your Interview

- Show up with energy
- Dress appropriately
 - (Even if you don't want to)
- Bring materials
- Allow extra time

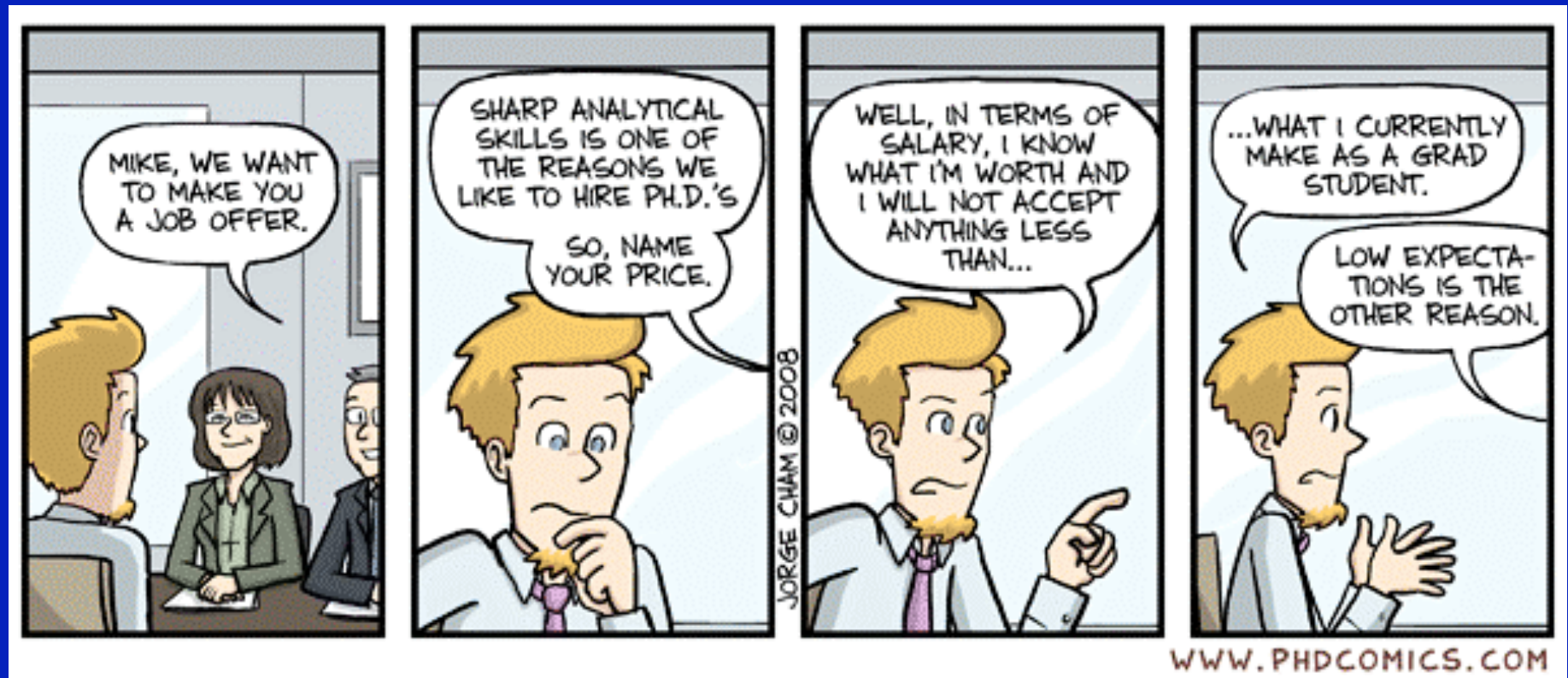
During the Interview

- Promote yourself and your strengths
- Answer questions as best you can
- Find out more
- Be mindful of nonverbal communication
- Prepare for following-up

Promote Yourself and Your Strengths

- Don't assume that the interviewer has read your application materials
- Mind your manners
- Be enthusiastic
- Never talk negatively about prior jobs or employers
- Be prepared to talk about weaknesses

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Answer questions as best you can

- If needed, pause for thought
- Ask for clarification
- Stay in the moment
- Be mindful of how long your answers to questions are
- Never lie. About anything. Really.
- Don't name a number first
- Illegal questions

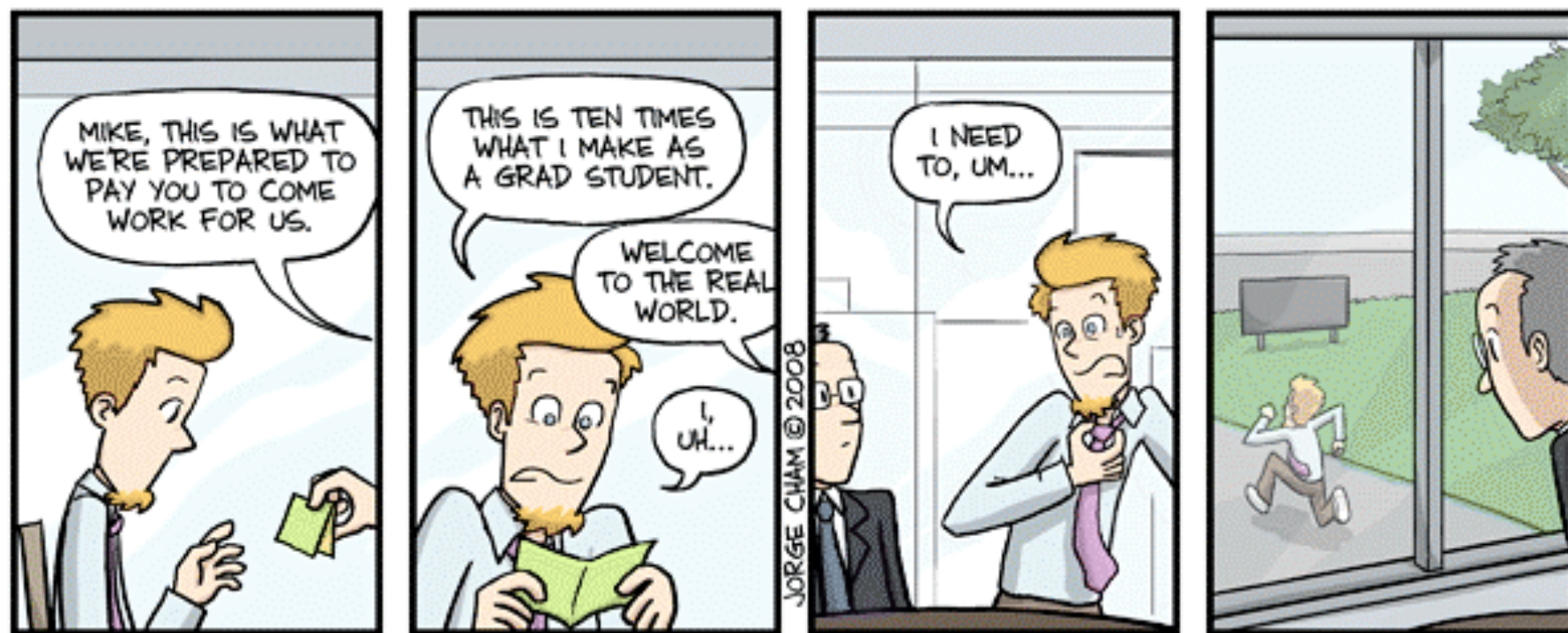
Find Out More

- Have a conversation
- Ask your prepared questions
- Check-in with yourself

Be Mindful of Nonverbal Communication

- Handshakes
- Eye contact
- Stay focused
- Posture
- Fidgeting
- Speak clearly

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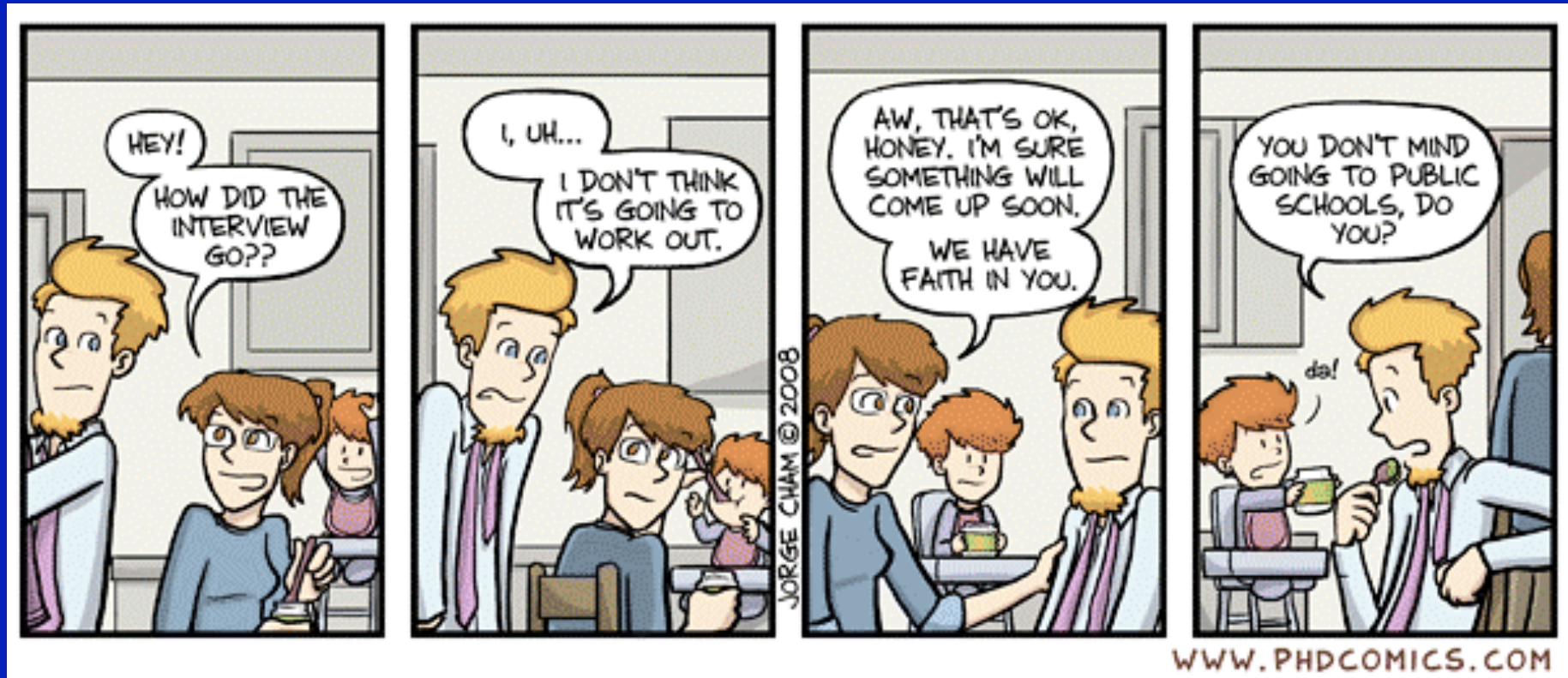
Prepare to Follow-Up

- How will the process proceed?
- Get business cards

Following Up

- Write notes
- Send thank yous
- Follow up, if needed

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“Be yourself. People tend to do a poor imitation of anything else”

- Peter Fiske, *Put Your Science to Work*

Conclusion

- Be confident
- Be courteous
- Be positive
- You learn from each interview

Resources

- Career Forum and 4,000+ articles on [ScienceCareers.org](https://www.sciencecareers.org)
- These slides available at [ScienceCareers.org/outreach](https://www.sciencecareers.org/outreach)
- Careers Away from the Bench webinar available at [ScienceCareers.org/webinar](https://www.sciencecareers.org/webinar)