



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



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-Action-Result technique



Situation-Action-Result technique

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



Practicing for the interview

- Mock interview with career counselor
- Practice using Optimal Resume system

<http://www.training.nih.gov/nihonly/trainees/optimalresume.asp>



Make an appointment

- If you want to talk more about interviewing or practice interviewing with a career counselor, please e-mail OITE-Careers@od.nih.gov
- kirchgessnera@mail.nih.gov
- <http://www.training.nih.gov/>



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?



Science Careers articles

- http://sciencecareers.sciencemag.org/career_magazine/previous_issues/articles/2006_09_15/noDOI.11010453407613197841
- http://sciencecareers.sciencemag.org/career_magazine/previous_issues/articles/1999_02_12/noDOI.823249973844858327