

# Interviewing: an acquired skill

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## Elevator Pitch

### Components:

- Who are you?
- Little Background (Education, Professional experiences, Important Skills)
- Goal, Career aspirations
- Make the Connection
- Ask
- Closeout

### While doing this:

- Be yourself
  - Avoid hobbies/personal interests/cliché/jargon/ anything too personal
- Make your pitch adaptable

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## Elevator Pitch: Nonverbal Elements

- Smile
- Strong Handshake
- Eye contact
- Remember to Blink
- Don't smoke
- Maintain personal space
- Be pleasant and approachable
- Be relaxed
- Don't memorize too much. It's a conversation. Let it flow

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## Elevator Pitch

<https://www.youtube.com/watch?v=O7bCog-emRs>

Hi, my name is \_\_\_\_\_ and I'm a \_\_\_\_\_ (year in school) at \_\_\_\_\_ (college or university) studying \_\_\_\_\_ (major) and \_\_\_\_\_ (minor, if applicable). I am interested in pursuing work in the \_\_\_\_\_ industry/field and have done \_\_\_\_\_ (extracurriculars, organization, volunteering) as a result. I have developed these skills by \_\_\_\_\_ (participating in an internship, working a particular job, etc.) .....

[https://www.youtube.com/watch?v=Lb0Yz\\_5ZYzI](https://www.youtube.com/watch?v=Lb0Yz_5ZYzI)  
<https://titanwebmarketingsolutions.com/elevator-pitches-examples-suggestions-students/>

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## An interview is an opportunity!

- to be able to see yourself as a product
- to offer your skills and strengths to match your future employer's needs
- to convince the interviewer there is a match and that you are the person for the job

<http://www.nrc-cnrc.gc.ca/eng/careers/interview.htm>

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## Stages of an Interview

- Before the interview
- During the Interview
- After the Interview



[https://www.google.com.pr/search?hl=en&site=imghp&tbn=isch&source=hp&biw=1024&bih=478&q=Don%27t&og=Don%27t&gs\\_l=img.3..0110.1052.2363.0.2856.5.5.0.0.0.124.567.0j5.5.0..3..0...1.1.64.img..0.5.565.kXIWzW6fGB0#hl=en&tbn=isch&q=interview&imgsrc=YAF-vMzweNErmM%3A1](https://www.google.com.pr/search?hl=en&site=imghp&tbn=isch&source=hp&biw=1024&bih=478&q=Don%27t&og=Don%27t&gs_l=img.3..0110.1052.2363.0.2856.5.5.0.0.0.124.567.0j5.5.0..3..0...1.1.64.img..0.5.565.kXIWzW6fGB0#hl=en&tbn=isch&q=interview&imgsrc=YAF-vMzweNErmM%3A1)

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## 1. Before the interview

- Take an honest look at yourself to assess:
  - What are your strengths and weaknesses?
  - Why do you feel you are the best candidate for the position?
  - What relevant experience do you have that will help you succeed in this new role?
  - How can you demonstrate that in an interview?
- Try to anticipate the questions that could be asked during the interview and prepare replies
- Verify clearly the:
  - date and time (including how long it will last)
  - location and format
  - number of people (and names if possible) on the selection committee
  - additional items required from you (transcripts, contact information for references, journal publications, etc...)
- Prepare any questions that you may have about the institution, or the position that you are applying for



<http://www.nrc-cnrc.gc.ca/eng/careers/interview.html>

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## 2. During the interview



- Be on time
- It is natural to be nervous BUT try to relax
- Don't be surprised if the interview panel probes you for additional information
- Be polite, professional and personable
- Answer questions clearly and succinctly
- Ask for clarification if you don't understand a question or if you would like it to be repeated
- Be honest
- Provide any items that you were requested to bring with you (i.e. transcripts, contact information for your references, journal publications, etc...)
- Ask any questions that you may have about the position. You may also ask when you might expect to be notified of your status within the competition
- Thank the interview panel for the opportunity to be considered for the position

<http://www.nrc-cnrc.gc.ca/eng/careers/interview.html>  
[https://www.google.com.pr/search?hl=en&site=imghp&tbn=isch&source=hp&biw=1024&bih=478&q=Don%27t&og=Don%27t&gs\\_l=img.3..0110.1052.2363.0.2856.5.5.0.0.0.124.567.0j5.5.0..3..0...1.1.64.img..0.5.565.kXIWzW6fGB0#hl=en&tbn=isch&q=interview&imgcr=DuUXSwCsATI\\_MM%3A](https://www.google.com.pr/search?hl=en&site=imghp&tbn=isch&source=hp&biw=1024&bih=478&q=Don%27t&og=Don%27t&gs_l=img.3..0110.1052.2363.0.2856.5.5.0.0.0.124.567.0j5.5.0..3..0...1.1.64.img..0.5.565.kXIWzW6fGB0#hl=en&tbn=isch&q=interview&imgcr=DuUXSwCsATI_MM%3A)

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## 3. After the interview

- Take notes on the interview
- Write a thank-you letter



<http://www.nrc-cnrc.gc.ca/eng/careers/interview.htm>  
[https://www.google.com.pr/search?hl=en&site=imghp&tbn=isch&source=hp&biw=1024&bih=478&q=Don%27t&og=Don%27t&gs\\_l=img.3..0110.1052.2363.0.2856.5.5.0.0.0.124.567.0j5.5.0..3..0...1.1.64.img..0.5.565.kXIWzW6fGB0#hl=en&tbn=isch&q=after+the+interview&imgcr=\\_if9o5p8I8I7MM%3A](https://www.google.com.pr/search?hl=en&site=imghp&tbn=isch&source=hp&biw=1024&bih=478&q=Don%27t&og=Don%27t&gs_l=img.3..0110.1052.2363.0.2856.5.5.0.0.0.124.567.0j5.5.0..3..0...1.1.64.img..0.5.565.kXIWzW6fGB0#hl=en&tbn=isch&q=after+the+interview&imgcr=_if9o5p8I8I7MM%3A)

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## Don'ts



- Ⓧ memorize or over-rehearse your answers
- Ⓧ dress inappropriately
- Ⓧ use poor language, slang, and pause words (such as "like," "uh" and "um").
- Ⓧ chew gum during the interview
- Ⓧ rely on your application or resume to do the selling for you
- Ⓧ have a limp or clammy handshake
- Ⓧ fidget or slouch
- Ⓧ smoke, even if the interviewer does and offer you a cigarette. And don't smoke beforehand so that you smell like smoke. And do brush your teeth, use mouthwash, or have a breath mint before the interview
- Ⓧ ever *not* ask any questions – it shows a lack of interest
- Ⓧ tell jokes during the interview
- Ⓧ be soft-spoken
- Ⓧ be overly aggressive

[http://www.hr.emory.edu/emorydualcareernetwork/Forms-and-Docs/Forms/Job\\_Interview.pdf](http://www.hr.emory.edu/emorydualcareernetwork/Forms-and-Docs/Forms/Job_Interview.pdf)

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## More Don'ts



- Ⓧ ever lie or over-answer questions
- Ⓧ act as though you would take any job or are desperate for employment
- Ⓧ say anything negative about former colleagues, supervisors, or employers
- Ⓧ offer any negative information about yourself
- Ⓧ answer questions with a simple "yes" or "no"
- Ⓧ bring up or discuss personal issues or family problems
- Ⓧ respond to an unexpected question with an extended pause or by saying something like, "boy, that's a good question"
- Ⓧ answer cell phone calls during the interview
- Ⓧ inquire about salary or other benefits until after you've received an offer
- Ⓧ make assumptions about simple names – was it Jon or John – get the spelling

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## FAQs

- ? What aspect of research do you find most appealing?
- ? What type of research are you interested in?
- ? Why are you interested in this field of research?
- ? What research experience do you have?
- ? What are you hoping to learn from this experience?
- ? What was your GPA?
- ? What are your interests in science?
- ? Tell me about yourself?
- ? What are your strengths? What are your weaknesses?
- ? What leadership experiences have you had?
- ? What are your future goals?



[https://www.google.com.pr/search?hl=en&site=imghp&tbm=isch&source=hp&biw=1024&bih=478&q=Don%27t&oeq=Don%27t&gs\\_l=img.3..010.1052.2363.0.2856.5.5.0.0.0.124.567.0j5.5.0..3..0...1.1.64.img..0.5.565.kXIWzW6fGB0#hl=en&tbm=isch&q=intreview&imgrc=FxEaTH-IOxpGM%3A](https://www.google.com.pr/search?hl=en&site=imghp&tbm=isch&source=hp&biw=1024&bih=478&q=Don%27t&oeq=Don%27t&gs_l=img.3..010.1052.2363.0.2856.5.5.0.0.0.124.567.0j5.5.0..3..0...1.1.64.img..0.5.565.kXIWzW6fGB0#hl=en&tbm=isch&q=intreview&imgrc=FxEaTH-IOxpGM%3A)

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## Suggested Reading/Viewing

Handout 1 (<http://www.uwgb.edu/careers/skills/interviewing-graduate-school.asp>)

[https://www.youtube.com/watch?v=DHDri0\\_bMQ0](https://www.youtube.com/watch?v=DHDri0_bMQ0)

<https://www.youtube.com/watch?v=S1ucmfPOBV8>

<https://www.youtube.com/watch?v=HAY4TKIvSZE>

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