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=07bCog-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.)

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An interview is an opportunity!

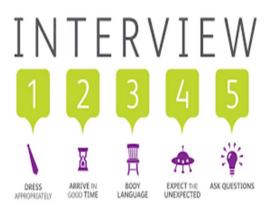
- > to be able to see yourself as a product
- > to offer your skills and strengths to match your future employer's needs
- to convince the interviewer there is a match and that you are the person for the job

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



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1. Before the interview



- · 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

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https://www.google.com.pr/search?hl=en&site=imghp&tbm=isch&source=hp&biw=1024&bih=478&q=Don%27t&q=Don%27t&gs_l=img.3..0l10.1052.2363.0.2856.5.5.0.0.0.0.124.567.0j5.5.0.3..0...1.1.64.img..0.5.565.kXIWz W6fGB0#hl=en&tbm=isch&q=intreview&imgrc=DuUxSwCsATI_MM%3A



3. After the interview

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



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https://www.google.com.pr/search?hl=en&site=imghp&tbm=isch&source=hp&biw=1024&bih=478&q=Don%27t&oq=Don%27t&gs_l=img,3..0110.1052.2363.0.2856.5.5.0.0.0.0.124.567.0j5.5.0.3..0...1.1.64.img.0.5.565.kXIWzW 6fGB0#hl=en&tbm=isch&q=after+the+interview&imgrc=_if9o5p8l8i7MM%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

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More Don'ts





- ever lie or over-answer questions
- eact 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
- manswer 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"
- manswer cell phone calls during the interview
- minquire 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

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?

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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=DHDrj0_bMQ0

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

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

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