



# Interviewing Skills

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# The Interview is a 2 way street

- You can learn more about the job, colleagues, workplace
- Many people have some concerns, nervousness about the interview.
- “ don't aspire to comfort: aspire to *being real*.\*  
Express your genuine interest in the job and related skills.

\*David Jensen 2006



# Key to successful interviewing is effective preparation


Prepare by:

1. Researching the job and company
2. Developing examples to relating your skills, experience, interests to the job description.
3. Practicing your interview answers



# Researching the job and company

- Employer's homepage
- Network – use LinkedIn, professional and alumni networks
- Library resources
- Current employees
- Professionals in the field



## Relating your skills, experience, interests to the job

- Know the types of questions that may be asked
- Develop examples that describe how your skills and experience relate to the major job responsibilities
- Use the Situation-Action-Result technique



# Opportunity questions asked by employers

- 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)
- What skills have you developed through your graduate studies/post-doc that relate to this job?



# Sample Behavioral Questions

- Describe a time when you had difficulty working with a supervisor or co-worker in the past. How did you handle it?
- 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.



# 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**.



# 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?



# Practicing for the interview

- Discuss with mentors, OITE staff
- Mock interview with career counselor



# QUESTIONS



# Make an appointment

- If you want to talk more about interviewing or practice interviewing with a career counselor, please use our on-line appointment system to schedule an appointment after making an account at <http://www.training.nih.gov/>
- [kirchgessnera@mail.nih.gov](mailto:kirchgessnera@mail.nih.gov)
- <http://www.training.nih.gov/>



# 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/2006_09_15/noDOI.11010453407613197841)
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