

## **Interview Tips**

### **Before the Phone Interview**

- Check out company website and become familiar with products & pipeline.
- Gather information on interviewer – name, title, employment history.

### **During the Phone Interview**

- Be sure to be available for phone call as scheduled.
- Take phone call in a quiet place where you can freely talk and won't be interrupted.
- Speak very clearly.
- Answer questions with sufficient details and avoid rambling.
- Be attentive, listen carefully, and show that you are willing to learn.
- Be sure to sell yourself and avoid exaggerating your accomplishments.

### **Before the Site Interview**

- Make sure that you have travel itinerary and interview schedule a couple days before the interview (so any problems can be ironed out before departure.)
- Check out company website and become familiar with their research, products & pipeline.
- Gather information on all of the interviewers on the schedule – name, title, publications, and employment history.
- Prepare Mapquest directions if you'll be driving anywhere.
- Bring 2 copies of seminar (one on laptop, one on disk, flash pen, etc) and any other materials you need for seminar. Practice seminar prior to interview.
- Have interview suit ironed and ready to go – dark suit, dark socks, dark shoes, conservative tie for males, and suit or dress for females.
- Complete application and/or bring a copy of references.
- Prepare for questions about "soft" skills including – what are your strengths & weaknesses? How would you handle a difficult situation? etc.

### **During the Site Interview**

- Arrive 15 minutes before scheduled start time.
- Be animated and enthusiastic when meeting with folks.
- Be yourself and don't be afraid to share something of your personality.
- Try to make a personal connection with each person that you meet.
- Treat each interview as the first interview of the day.
- Be knowledgeable about the company and ready to "interview" the company with your own questions.
- Be attentive, listen carefully, and show that you are willing to learn.
- Be sure to sell yourself and avoid exaggerating your accomplishments.
- During seminar – speak clearly, make eye contact with audience, and leave time for questions.
- Throughout the interview, make sure you can explain your research clearly and concisely.
- Regarding salary – leave the door open.

### **After the Site Interview**

- Send each interviewer a thank-you note or email – thank each one for their time and offer to be available for any additional questions, etc.
- Keep recruiter and company aware of timelines (other offers, etc.) that you might have.

Some of these tips and more come from the following article: Chemical & Engineering News, 11/25/2002 issue: BREAKING DOWN THE JOB INTERVIEW  
<http://pubs.acs.org/cen/coverstory/8047/8047employment3.html>