

# Interview Preparation Guide

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The information below is designed to provide a structure for interview preparation.

**List Job Title:**

**List Organization / Lab / Department Description:**

**Position Description (paste in position description so that you can refer to it):**

**Position Requirements:** (For each position requirement, describe in a sentence or two, your relevant experience. If you do not have the relevant experience, describe a related experience or describe how you would gain the experience / get up to speed)

**Position Requirement 1:**

Describe your relevant experience:

**Position Requirement 2:**

Describe your relevant experience:

**Position Requirement 3:**

Describe your relevant experience:

**Position Requirement 4:**

Describe your relevant experience:

**Position Requirement 5:**

Describe your relevant experience:

**Position Requirement 6:**

Describe your relevant experience:

(Repeat if there are more requirements)

**For each question below, describe an example(s), from your background, in a sentence or two**

**Tell me about yourself (i.e. your 15-30 second elevator pitch)**

**Why do you want this position?**

**Why do you want to work in this Organization, lab, department?**

**What is the biggest asset that you can bring to this position?**

**What is a potential weakness in this role and how would you overcome this?**

**Tell me about how you worked effectively under pressure.**

**How do you prioritize tasks?**

**What are you most proud of?**

**How do you handle a challenge?**

**Have you ever made a mistake? How did you handle it?**

**How do you build consensus?**

**How do you set goals and achieve them?**

**Have you worked on a team? If so, how did you interact with your team members?**

**What do you do if you disagree with someone who you work with?**

**Share an example of how you motivated others.**

**Have you handled a difficult situation? How?**

**Give an example of how you were proactive.**

**Tell me about a time when you were able to lead with ambiguity.**

**Tell me about how you deal with conflict.**

### **Preparing questions for the interviewers**

Below are a few examples of questions to ask interviewers during your interview. To prepare questions for an interviewer, write each interviewer's name on a different piece of paper, along with their title and a description, or key highlights, of their background. Then write a few questions along with a few key points that you want to make sure you share with them regarding your background. During the interview, write notes about the

discussion on the specific interviewer's page and use this information to follow up after the interview.

### **Samples questions to ask an interviewer**

#### **Manager, Boss, Supervisor**

- How would you describe the department's culture?
- What are the top three things that I could do upon joining the department to make it a better place?
- What are your major research goals?
- What is your management style?
- What type of people thrive here the most?
- Can you describe a typical day or week?
- What are the growth plans/strategy for the department/organization/lab over the next 1, 3, 5 years?
- What excites you most about the department?
- What is an area that the department needs to work on?

#### **Colleagues**

- What is the culture of group?
- What are the team dynamics?
- What are the main areas I could help you with when I join?
- What excites you most about the department?
- Can you describe a typical day or week?
- What growth opportunities exist?

#### **Head of Department, or Executive Leadership**

- What are the organization's goals over the next 1, 3, 5 years?
- What is the vision for the organization?
- How will your work impact the organization?

**Interview Question Page:**

**Interviewer Name:**

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**Job Title:**

**Description of background:**

**Questions to ask:**

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**Points that you want to share about your background (i.e. technical knowledge, leadership experience, or commonality -i.e. you share the same undergraduate institution, degree, or are from the same area):**

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