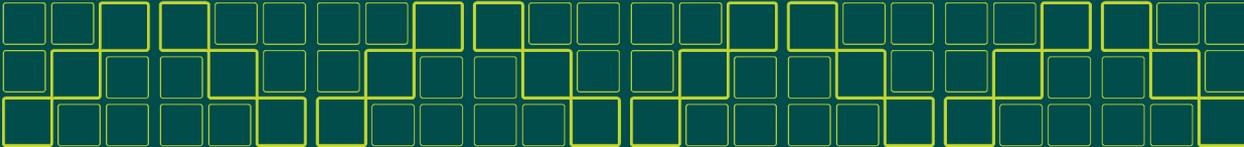
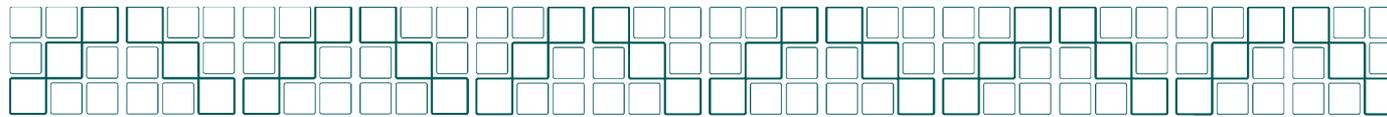

Industry Interviewing

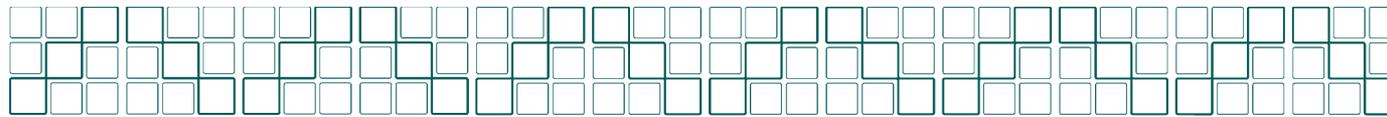
Brad Fackler, MBA
Industry Career Advisor, OITE
brad.fackler@nih.gov





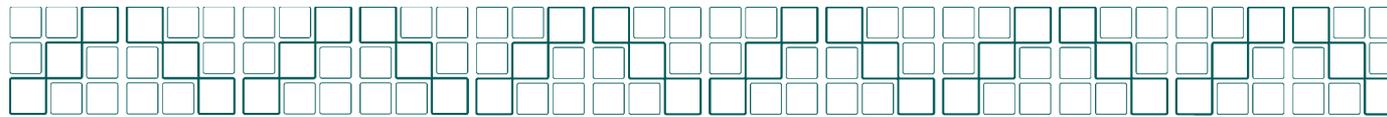
Goals

- Familiarize you with the industry interview process
- Provide you strategies that lead to successful interviews
- Introduce you to the OITE resources to help with your job search



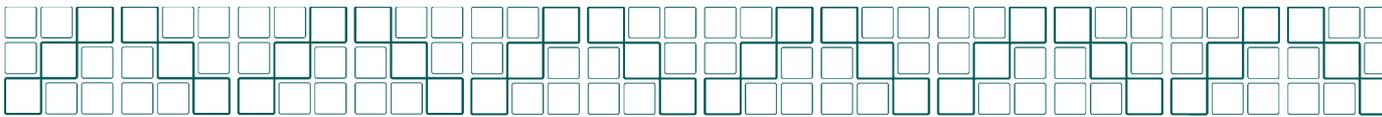
How are industry interviews different from academic interviews?

1. Occur throughout the year
2. Industry interviews will focus more on:
 - Results and accomplishments
 - Skills
 - Teamwork
 - Leadership experiences
3. But, if you are interviewing for a bench position, you will get science questions
4. Your publication record is not as important for the industry interview

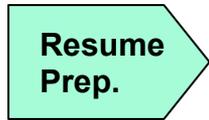
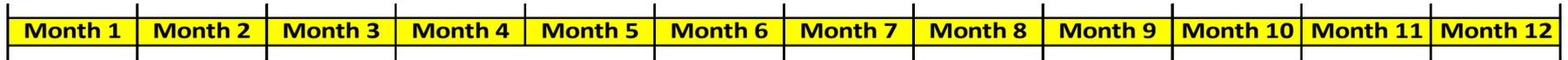


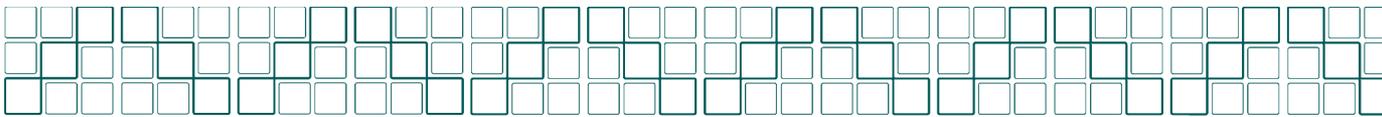
Agenda

- 1. The overall industry interview process**
- 2. Preparation – the key to success**
 - Networking
 - Company targeting
 - Resume and cover letter
- 3. The phone interview**
- 4. The on-site interview**
 - Talking with different functions and levels
 - Panel interview
 - Hard vs easy interviews
- 5. SAR's (Success stories)**
- 6. Presenting your research**
- 7. Questions you should ask**



The Industry Interview Process



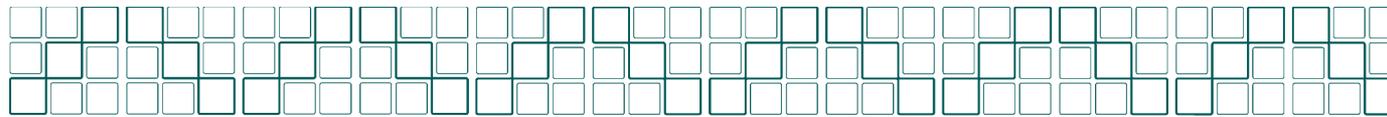


Networking

Building / expanding your contacts outside the academic arena

- Finding and making new contacts
 - Social media (Linked In, Facebook, Twitter, Research Gate)
 - Alumni data bases
 - Conferences
 - Professional societies
 - PubMed, Patent data bases
 - Career centers
- Informational interviews
 - Ask for advice - **Not** a job

Your best chance of landing a job is to be recommended by someone in the company

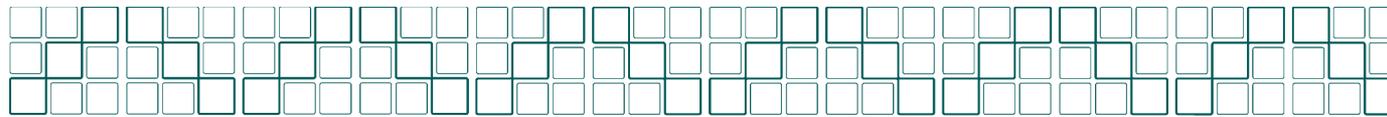


Targeting Companies

Mass resume distribution and using “generic” job sites rarely result in an interview

- Categories
 - Similar research focus
 - Geography
 - Contacts
 - Company size

- Sources
 - BIO (State Chapters)
 - FDA.gov
 - Company web sites



Resumes and Cover Letters

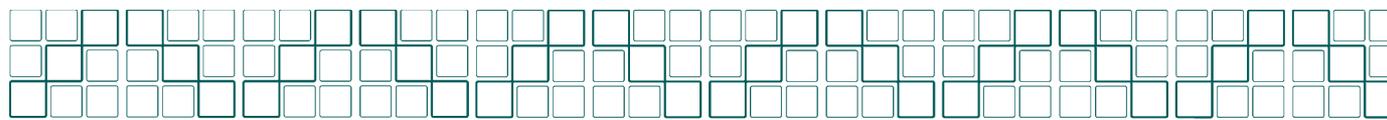
Resume

- Vary based on the job ad
- Focus on **accomplishments** and **results**
- Not the place for your life history
- Can be organized in reverse chronological or functional order

Cover Letter

- **Part 1**
 - How you found the job
 - Basic info on yourself
 - Say something nice about the organization (homework)
- **Part 2**
 - Why you are interested in position/ employer
 - How you best fit the position
 - Match the wording
- **Part 3**
 - Close – ask to take the next step
 - Thank them for their consideration
 - Follow-up

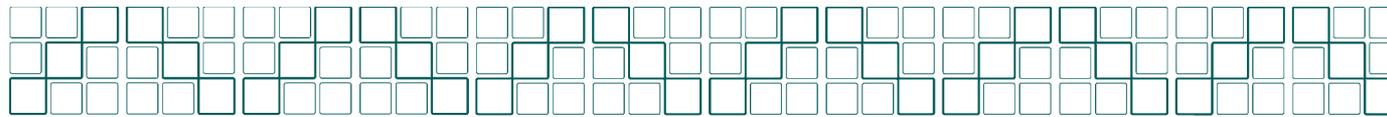
For help in preparing your resume and cover letter, make an appointment with the OITE Career Center



The Interview is a 2-way street

Preparation should include not only answers - but also questions

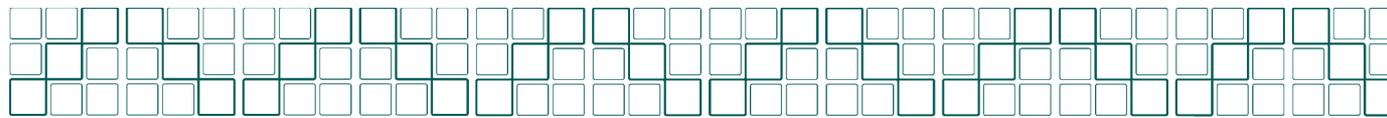
- Interviewers want to learn more about your skills and experience to decide if you are a fit for the position
- You can learn more about the job, colleagues and the workplace to decide if the position is a fit for you



Key to successful interviewing is effective preparation

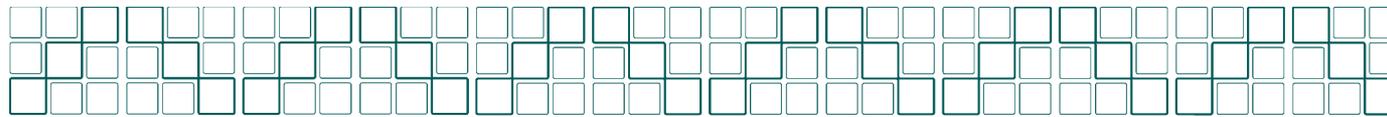
Prepare by:

- Researching the job and company
- Knowing the types of questions you'll be asked
- Practicing your answers and interview responses
- Prioritizing your questions



Researching the job and company

- **Employer's web site**
 - Company priorities
 - Senior management
 - Key events (Press Releases)
- **Network – use LinkedIn, professional and alumni networks**
- **Library resources**
- **Current employees**
- **Professionals in the field**

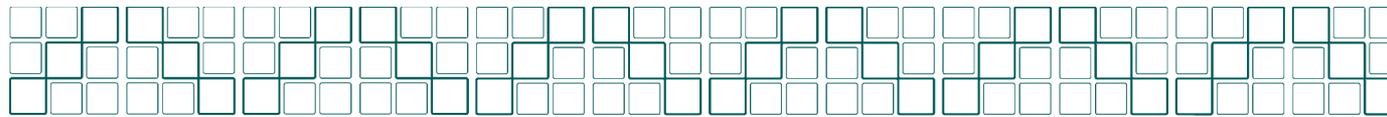


Phone Interview

- Duration
 - 30 to 45 minutes

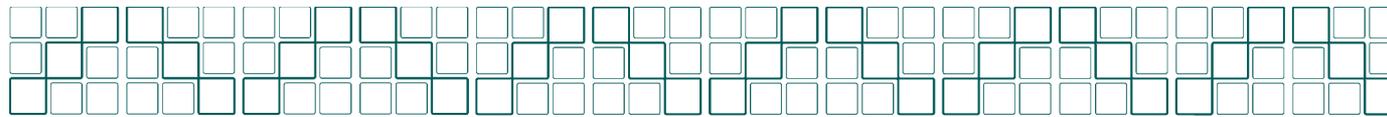
- Assessment
 - Validate the skills and accomplishments listed on your resume
 - The fact that you want to leave academia
 - Communication skills

- Who conducts?
 - HR - More general questions about your experience
 - Hiring manager - More focused on science



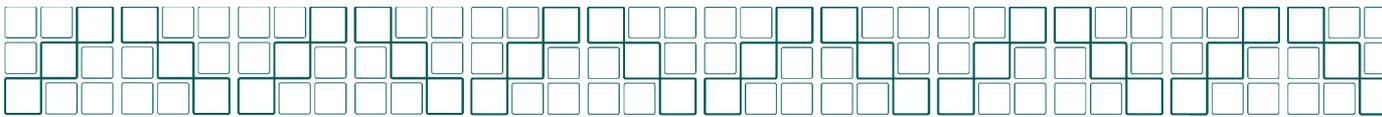
Preparing for the Phone Interview

- Be able to effectively and concisely communicate your accomplishments, skills and experiences
- Prepare your rationale for leaving academia
 - Why this company?
 - Why this position?
 - Why now?
- Review your research on the company
 - Management
 - Current products and compounds in R & D
 - Company events (press releases)
- Prepare questions to ask



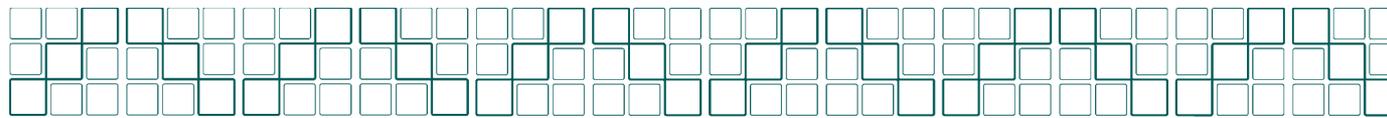
Conducting the Phone Interview

- Use a land line
 - You can use the OITE offices
- No speaker phone
- Prepare your top accomplishments, skills and experiences
 - Make sure to cover them during the call
- Lay all documents out in front of you for easy access



On-site Interview

- Duration
 - Four to eight hours
- Meet with multiple people from different levels in the organization
 - Hiring manager
 - Peers of the position
 - HR
 - Sometimes the hiring manager's boss
- Presentation of your current project
- More in-depth assessment of:
 - Skills and accomplishments
 - Desire to leave academia – and join this company
 - Communication skills
 - “Fit”



Interviewing with varying functions and levels

■ Hiring manager

- Scientific knowledge
- Communication skills
- Fit

■ Hiring manager's boss (CEO or CSO)

- Bigger picture
- Strategies

■ Peers

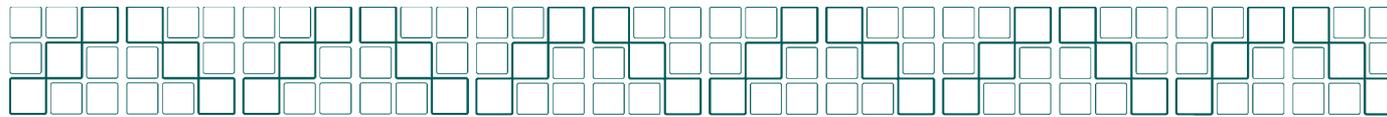
- Scientific knowledge
- Interpersonal skills

■ HR

- Experiences / work history
- Work environment (elements other than science)

■ Panel interview

- More difficult – multiple people with different views and styles
- Focus on the person asking the question



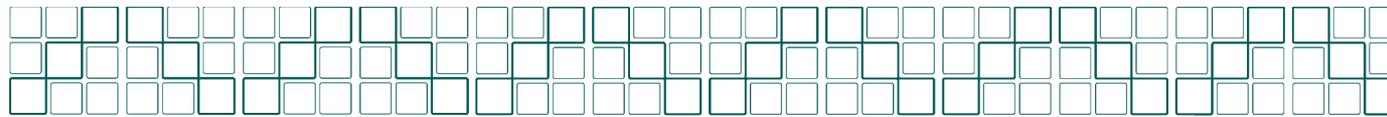
Types of Interview Questions

1. Opportunity questions

- Provides the opportunity for you to discuss, accomplishments, skills, interests, strengths, your homework, etc.

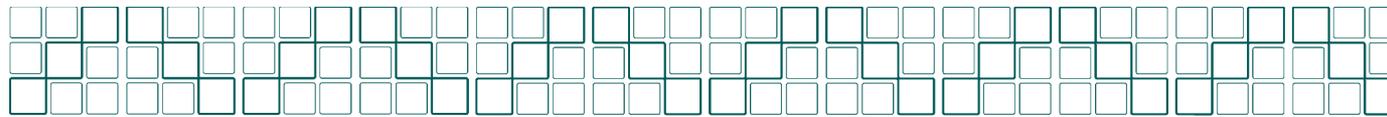
2. Behavioral questions

- Requires you to cite specific examples in your experience when you have dealt with the issues from the question



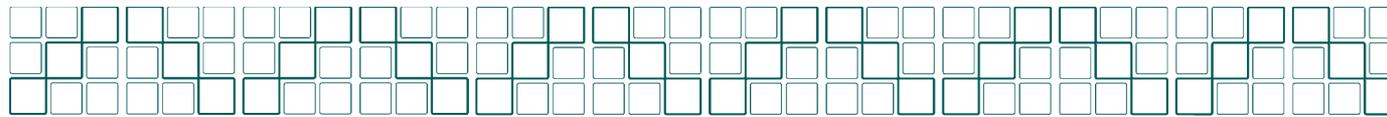
Sample Opportunity Questions

- 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)
- Tell me about your strengths and weaknesses.



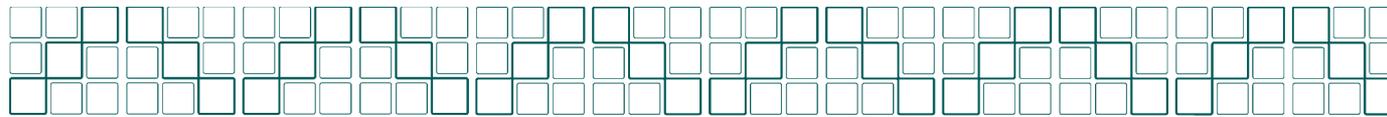
Sample Behavioral Questions

- Describe a time when you had difficulty working with a supervisor or co-worker in the past.
- 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.



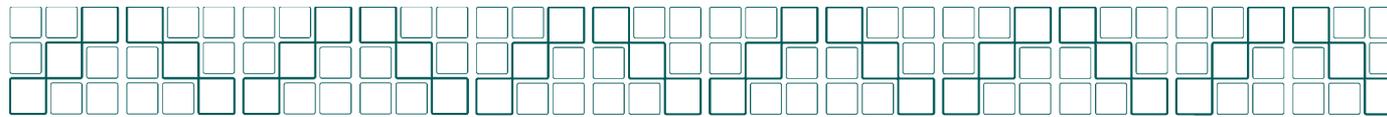
When Answering, Try to Avoid:

- **Over-answering questions**
 - Providing too much detail can diminish the quality and focus of your answers
- **Answering questions that were not asked**
 - Avoid making “leaps” that the interviewer may not make
- **Negativity**
 - Describe negative situations in a positive light
- **Too much honesty**



Preparing Your Answers

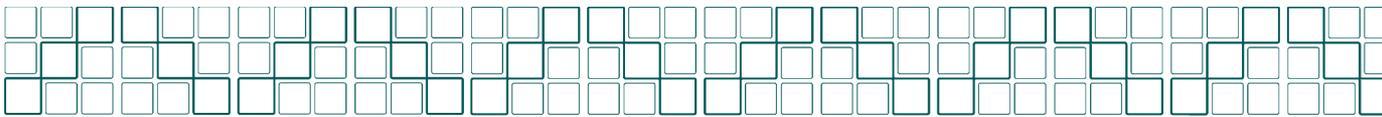
- Develop examples that demonstrate how your skills and experience relate to the major job responsibilities, what are your success stories?
- Create answers that will highlight your strengths, be memorable, and set you apart from the rest
- Use the **Situation-Action-Result** technique
- Practice so you can tell these stories in 90 seconds



Situation-Action-Result technique

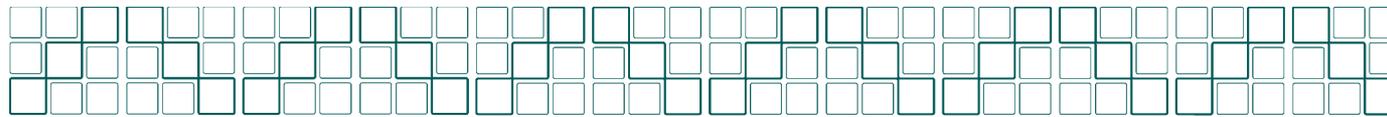
- Describe a **situation** or context, the challenge or problem to be solved
- Describe the **action** you took
- Describe the outcome or **result**.
 - How the situation improved as a result of your action

Our graduate student symposium has been poorly attended over the last five years. As the 2010 symposium chair, I developed a marketing strategy targeted at increasing attendance. The results of my leadership was a 30% increase in attendance. My committee agreed the new marketing plan should be used in all of our future events.



S-A-R's – Keys to Success

- Prepare them in advance
- Write them out
 - Keep them with you
- Practice, practice, practice
 - Say them out loud (in front of a mirror)
- Prepare the “transitions”
 - S-A-R's are most effective when you can smoothly move from one to another in answering the interviewers' questions



Hard Interview / Easy Interview

Hard Interview

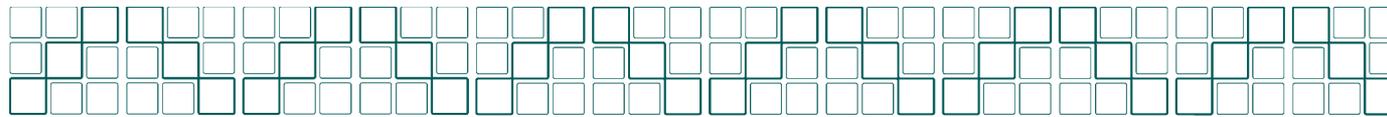
- Direct questions
- Could be confrontational
- Interrupt your answers
- Stress situations

***Remain calm and
focused***

Easy Interview

- Selling you on the company
- “Softball” questions
- Conversational and friendly

***It's still an
interview***

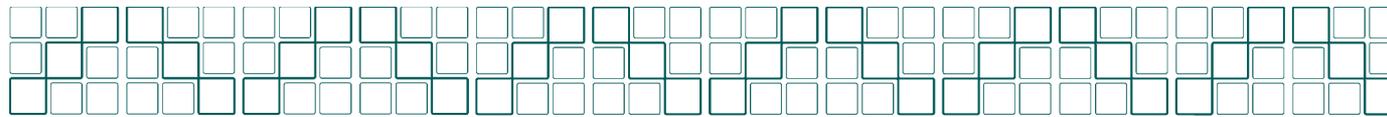


Prepare your Questions

Questions that are well developed for the interviewer can:

- Reinforce your interest in the position
- Indicate that you have done your homework on the company
- Strengthen the interviewers' views of your knowledge
- Be used to highlight particular strengths
- Be an important tool to determine if the company, the position, the manager and the team are the right fit for you

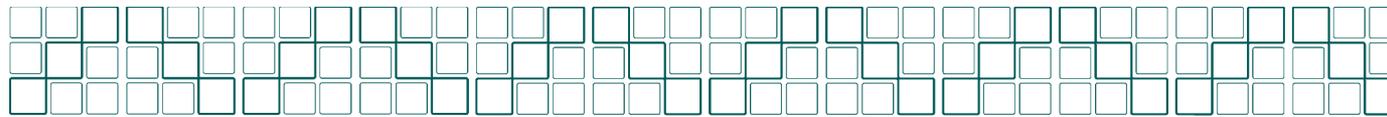
Sample questions can be obtained through OITE



Some questions to ask the interviewer

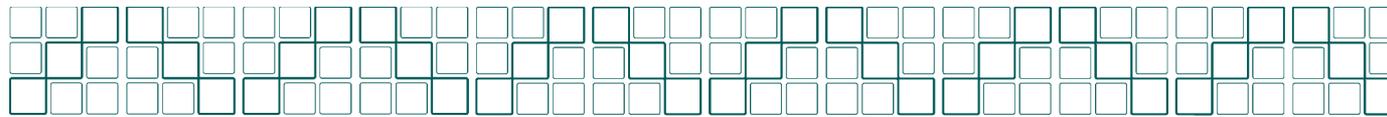
- I enjoy working on a team, will there be many opportunities to interact in a team environment?
- One of my greatest strengths is my interpersonal skills. How do you see this fitting in this position and the company?

Use your opportunity to ask questions to continue to sell yourself and seek insights that can be used in subsequent interviews. Wait until you are offered the job to ask questions about the job!



Presenting your research

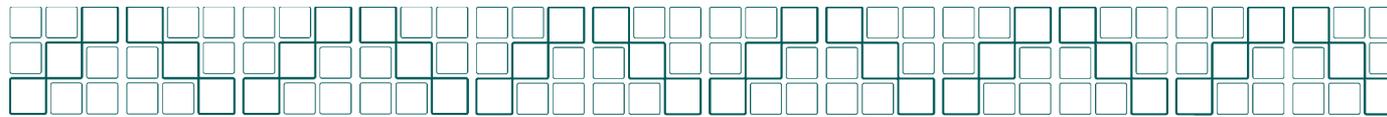
- Audience is generally company scientists
- Used to determine your level of knowledge and understanding of scientific concepts
 - Even if it is not directly related to the position
- Also a barometer on your presentation skills



Presenting your research

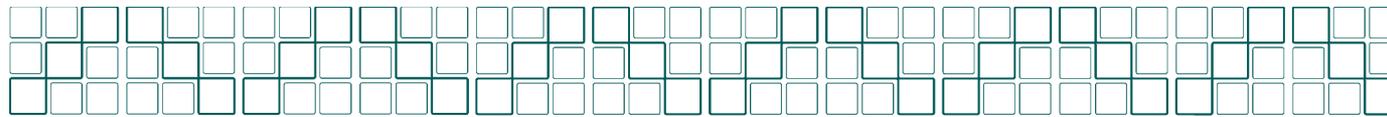
Helpful hints:

- **Start on time and end on time**
 - Generally one hour, 40 minutes of presenting and 20 minutes of Q&A
- **Limit the number of slides**
- **Tell a story**
 - The rationale for your research
 - The protocol
 - Results / expected results
 - Potential applications



At the end of the interview

- Close the interview
 - “Is there any additional information that I can provide you that will help with your decision?”
- Send thank-you notes
 - Collect business cards so you have the correct contact information
- Follow up for status updates
 - Two to three weeks is a reasonable time



Resources

- Connect with us on Linked-In and join the NIH Intramural Science Linked-In group
- Watch previous OITE career workshops, including many on CVs, resumes and cover letters
 - Academic and non-academic
 - Job talks for academics and non academics
- Read the OITE Careers blog
- Explore the OITE NIH Training Alumni database
- Make an appointment with Brad or Amanda using the Scheduling App on the OITE web site
- Contact me for help brad.fackler@nih.gov