

# ACE THE INTERVIEW

## Tips for Before, During & After the Interview Process

Interviewing is a skill, and with any skill, it requires practice. Follow these tips to ace your interview and land that dream job.

### Before the Interview

- **Do your research.** You should know the university or company's mission, their top research areas, and any recent patents. You should also look up the organizational chart so you have an idea of who leads which area.
- **Practice.** Practice common interview questions to make sure you come across clear and consistent. Practice with a friend or family member, or record yourself on camera so you can review yourself.

#### The Phone Interview

- ⇒ Write down names & titles (short hand so you have time to get it all)
- ⇒ Write out the question they ask so you answer it thoroughly
- ⇒ Have your resume out so you can refer back to it
- ⇒ Smile. Even though they can't see you, smiling will promote a positive tone your voice
- ⇒ Charge your phone, and check the reception in the area you will interview beforehand



### Common Interview Questions

- **Tell us about yourself.** Make sure your answer focuses on your past in tech transfer and commercialization and is relevant to this specific job. Tie in your past roles to how you will succeed in this role. Focus on what you bring, not the skills you are lacking.
- **Have you had to work with a difficult co-worker or faculty member? How did you handle it?** This question is looking to see how you handle conflict. Stay positive; don't talk badly about anyone. Pick a situation that had a positive outcome and focus on how communication is key to avoiding conflict.
- **Please provide an example of innovative strategies you have implemented and how you added value to your organization.** Commercialization is all about innovation, so they want to know about your past accomplishments in this area and that you will bring innovative ideas to their organization as well.
- **Know your strengths...but also your weaknesses.** They will undoubtedly ask you what you are working to improve upon. This should be something that won't affect your performance in the job, or you should use this question to show strategies you are using to improve your weakness.

*"One important key to **success** is self-confidence. An important key to self-confidence is **preparation.**"*  
-Arthur Ashe

### During the Interview

- **The interview starts the second you walk through the door.** Be kind and greet everyone you meet. Arrive 10-15 minutes early.
- **Remember names.** Bring a notepad and take notes during the interview. Write down names, roles, and any other important information they share. This will help you when writing your thank you notes.
- **Follow their time limit.** Don't take 20 minutes to answer one question. You should be able to clearly describe yourself in 3-5 minutes, and then answer each question they ask thoroughly but concisely.
- **Have a list of questions to ask.** Nothing is worse than when a candidate has no questions for the selection committee. This shows a lack of interest.





## Questions to Ask the Interviewers

Talk to us beforehand about the types of questions you might want to ask. Finding out as much as you can about a position will only help you make a better decision about your potential employment there. Asking pertinent and thoughtful questions is also impressive to prospective employers...it shows you took the time to really consider how you will personally add value to their organization.

- How does your organization support the continued development of its staff?
- How would you describe your company culture? (i.e. aggressive/fast-paced/quality driven)
- Is this a newly created position or is it open due to transition?
- What would you like the person filling this position to do differently than the outgoing person?
- How would you describe your style of management?
- What methods do you use to evaluate your employees?
- Can you describe a "typical day" for the person in this position?
- What are the 3 biggest challenges the person who is hired is going to face in this role?
- What do you think are the three major strengths a person needs to have to succeed in this position?
- What is the average tenure of your employees?
- What do you enjoy most about working here?

## Dress for a Successful Interview



A neutral-colored (black, grey, navy, or dark brown), fitted suit with a solid color shirt is the ideal interview attire. But there are a few other important things to consider when preparing what you will wear for the interview:

- **Interviewing is not the time to try out a new trend.** You want to be comfortable, so if you are not used to wearing a certain style, don't do it for the interview. Go with a simple and classic suit.
- **Don't over-accessorize.** You don't want to distract the interviewers with your jewelry. You want them to focus on your answers, not your accessories. A simple watch and small stud earrings if you have pierced ears are all you need.
- **Focus on the small details.** Don't overdo your scent, shine your shoes, trim your nails, and keep your makeup simple if you wear it.



## After The Interview

- **ALWAYS** send a thank you letter to the people you interviewed with (here's where those notes you took during the interview come in handy).
- Be sure you have the correct spelling of names & titles.
- Email thank you letters are preferred because of the quick turn around time.
- Thank them for the time they took to spend with you learning about your qualifications and take this chance to remind them again why you are the one for the job. Note something specific you learned or that they said in the interview. Let them know you look forward to hearing from them and the opportunity to work for their organization.
- **Follow up with your recruiter.** Let us know how the interview went and any questions or concerns you have.
- Focus on what went well, first. Interviewing is not easy. If you felt the interview did not go well, come up with a strategy to better hone your interview skills for next time.

*Congratulations on making it to the interview stage!*

