

Interview for Success! Interview Tips

Ninety percent of hires are based solely upon the interview, yes 90%, according to a Harvard Business Review study. In fact, **63% of hiring decisions are made within the first 4.3 minutes** of an interview. The interview is probably the most important part of the hiring process. That is why you need to prepare about the issues that you will be talking about during the interview.

You always need to be observant because people have minds and they're changing them constantly. You need to *listen to what they don't say*. Being prepared for an interview is vital.

Here are some tips to help you prepare for a very positive and rewarding interview.

Things to remember:

- People have to buy you before they buy from you.
- People hire and accept emotionally first and justify logically later.
- People are most sold by your conviction rather than by your persuasion.
- Know your science and technology, but think PEOPLE.
- The **decision to hire is made in the first 5 to 10 minutes of the interview**, with the remaining time spent justifying that decision.

Preparation:

Please take these notes to the interview and practice the anticipated questions that may be asked and your answers to those questions. Be sure to prepare before the interview. Here are some questions you may want to ask:

- ***What are the duties and responsibilities of the position I'm applying for?***
This is an excellent icebreaker question for the hiring authority and a great start to a successful interview. You can follow up with: *What % of my job is dedicated to administration, supervisory, and technical assignments?*
- ***What is my number one priority that has to be done before I leave each day?***
Why? (priorities are personal.)
- ***What are the goals of the division/group?***
- ***What are the short and long term goals set for the person in this position?***

Always have questions for the interviewer. Questions must be written out before the interview, while avoiding the topic of compensation and benefits for the first interview.

❖ **Salary** - if asked, remember that this is a trap question. If the interviewer insists on an answer, a very good response is *“I would like as much as the position will pay.”*

Or if you are already working or have a post-doc position, you can say *“I am currently making \$____. I would like an increase, but I don't know enough about this position to answer your question fairly.”*

❖ **Ask for the job!** Summarize what you've done that ties in with the new position and ask, “Do I have the qualifications you're looking for?” Then remain silent for an answer. If the hiring authority says, “We're interviewing at other people.” You could say, “How do my qualifications compare with them?”

In any event, always ask “What is the next step? Wait for an answer and then end with a thank you and restate that you'd be glad to furnish additional information about your credentials to help them make a decision.

Your #1 priority is to receive an offer, if this is a position that you desire, your #2 priority is to know the next step.

Once you are made a job offer, be careful that you don't sell yourself short. Do keep in mind your base salary, bonus program, stock options, gain sharing programs, performance bonuses, benefits, etc.

After the interview, **ALWAYS SEND A FOLLOW-UP LETTER**. An email is fine, but sometimes a hand written note is better, especially if you don't get a response in a reasonable amount of time.