



Internship Program

Interview Preparation Guide



Upper West Strategies

Basic Interview Preparation

Host companies will conduct their own interviews to make hiring decisions

- Start preparing for interviews NOW!
- Update resume and transcript
- Practice answering interview questions OUT LOUD
- Be ready for possible interview scenarios
 - Do you have a Skype account?
 - Plan appropriate attire (even for online interview!)
 - Secure quiet and appropriate place for online interview
 - Research company and industry in advance
 - Write down questions to ask the interviewer about company and position

Prepare for the Interview!!

Company Research!

Be an expert on company before you interview

- Google company
- Conduct additional online research, including social media
- Learn about person who will conduct interview



Google



Prepare for the Interview!!

Practice!

- STAR: Situation Task Action Result -> Write answers to potential questions and practice giving them
- Videotape yourself and/or get a friend to do a mock interview
- Look up standard interview questions
 - Walk me through your resume
 - Why do you want this job?
 - Tell me about a time....when you had to overcome a challenge

Elevator Pitch

- Brief (60- 90 second) overview of yourself -- a good way to introduce yourself and your interests
- May include:
 - Major and other academic interests
 - Brief recap of relevant work and/or life sciences experiences
 - Goals
 - Personal qualities that make you a great candidate
- Practice out loud!

Interview Preparation

- Respond promptly to outreach from company (emails, phone messages, texts)
- Be ~~on time~~ early!!
- Dress professionally - **you can't overdress for an interview**
 - Men: Jacket & tie, button-down shirt, belt, nice shoes
 - Women: Jacket, button-down shirt, blouse; skirt, slacks or dress
 - Conservative, not trendy
 - No tee shirts, avoid words or large logos on clothing
 - Clean, simple and neat

Interview Behavior

- Make a strong first impression
- Show confidence! Speak loudly and assertively
- Make eye contact, even via camera
- Relax and smile - don't fidget
- Thank interviewer at both beginning and end
- If you cannot answer a question, be honest and offer to get back to interviewer with answer
- Email thank you note within 24 hours
 - Thank interviewer
 - Mention one or more things that came up in interview that affirm your qualifications and interest in company and position
 - Proofread (read it out loud)!

Be Prepared to Answer

- What is your experience in life sciences? (School, classes, labs are OK!)
- Prepare your WHY'S
 - Why do you want to work in life sciences?
 - Why are you interested in this employer?
 - Why should they pick you?
 - What do you want to learn in your internship?

Updating / Improving Your Resume

Proofread

- Read out loud!
- Spell check
- Ask at least 2 other people to read
 - Use Career Services
 - Many ESL speakers may want to ask native speakers to read, specifying that they should read for correct English
- Make sure it is up to date
- Put past experiences in the past tense
- If you have a Goal or Summary at the top, make sure it is relevant to this job

Practice Interview Questions (1/3)



- Tell me about an accomplishment you are most proud of
- What are your career goals and why?
- Tell me about a time where you had to balance incorporating input from others with meeting a deadline. How did you accomplish this?
- What are your strengths? What are your weaknesses?
 - When discussing your weakness, explain how it is also a strength
- Tell me about a time when you encountered a problem (in a job, in a lab, etc.). What did you do to overcome the problem?
- Describe a project for which your performance was not as successful as you had hoped or expected. What might you have done differently to achieve a better outcome?

Practice Interview Questions (2/3)

- How do you juggle multiple priorities? What methods do you use to make sure nothing falls through the cracks and to minimize mistakes?
- What question do you wish I would ask you? What questions do you have for me?
- Describe the type of work environment where you best thrive. What management style brings out your best?
- Can you describe a particularly stressful period in school, career or in a job? What was the situation, and how did you manage it?
- Describe your ability to adapt to new or changing technology and/or systems

Practice Interview Questions (3/3)

- Describe a situation when you demonstrated initiative
- Tell me about a suggestion you made to improve the way a process or operation works (for example, in a job, working on a group project, or doing research in a lab). What was the result?
- Tell me about a time you failed. What did you learn? What would you do differently if you could do it over again?