

## **Preparing to Interview for a Non-Academic Job Find Out What is Expected of You!**

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To prepare intelligently and efficiently for a non-academic job interview, you must understand everything you can about the interview process itself.

**We recommend that you try to get the following questions answered** either by your future supervisor or by the Human Resources professional who is arranging your interview.

### **Appearing professional when you ask:**

Preface your questions by a statement such as “I’d like to do my best to prepare for the interview. Would you mind answering a few questions about the interview process?”

### **Questions:**

- Who will I be talking with during the interview and what is the format?
  - Panel interview (i.e., multiple people interview you at once) or individual?
  - Phone interview or in person?
  
- Will I be asked to give a job talk about my research?
  - Who will be present at the talk and what are their backgrounds?
  - What is the format, length of the talk?
  
- What will be the general topics or style of the interview?
  - Will the interview focus primarily on the science or is it a combination of science and interpersonal and career goal questions?