



# Office of Career and Professional Development

## Student Academic Affairs

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## Interviewing Effectively

Getting an interview means the employer sees you as a qualified candidate and is interested in hearing more about your training, skills and experience. The resources below will support you in every stage of the interview process, including preparing for an interview, presenting your skills, experiences and interests effectively and following up professionally with an employer.

### A. Preparing for the Interview

#### *For Internship Interviews*

- How to interview effectively <sup>[1]</sup>
- How to answer the "What's your weakness?" question <sup>[2]</sup>
- How to answer the "Have you ever been fired?" question <sup>[3]</sup>
- How to look good in Skype/Video interviews <sup>[4]</sup>
- How to prepare and communicate effectively on a phone interview <sup>[5]</sup>
- Practice your interviewing skills with a counselor <sup>[6]</sup>

#### *For Employment Interviews*

- How to interview effectively <sup>[7]</sup>
- How to answer the "What's your weakness" question <sup>[2]</sup>
- How to look good in Skype/Video interviews <sup>[4]</sup>
- How to prepare and communicate effectively on a phone interview <sup>[5]</sup>
- Practice your interviewing skills with a counselor <sup>[6]</sup>

#### *For Residency Interviews*

- Watch our online videos on residency interviews <sup>[8]</sup>
- Read 110 Questions UCSF Students Were Asked During Their Residency Interview <sup>[9]</sup>, from PLS's Beta Beta Chapter
- Residency: Read Understanding and Preparing for Pharmacy Practice Residency Interviews, by Mancuso and Paloucek. <sup>[10]</sup> (Note, you must be logged into vpn or on campus to read the article)

- Preparing for the residency showcase <sup>[11]</sup> (UTexas shares great info on pages 18 & 33)
- Practice your interviewing skills <sup>[6]</sup> with a career counselor in the OCPD

## B. Looking Polished: What to Wear, and Etiquette

- Get ideas on what to wear and what to bring to the interview <sup>[12]</sup> on our pinterest pages
- Watch this great video on dining etiquette <sup>[13]</sup> created by Niagara University

## C. Following up: The Thank you Letter

- How to write a thank you letter, <sup>[14]</sup> with sample
- Sample: Thank You Letter 2 <sup>[15]</sup>
- Sample: Thank You Letter 3 <sup>[16]</sup>
- Read how to follow up with an internship/employer <sup>[17]</sup>

## D. Evaluating, Accepting or Rejecting the Internship or Job Offer

- Salary comparisons can be challenging. For this reason, our office is anonymously collecting new graduate salary information from current UCSF grads (If you're interested in participating, please [CLICK HERE](#) <sup>[18]</sup> for the qualtrics survey). In the future we hope to make this collected salary data available to UCSF graduates for negotiation purposes. In the meantime, recent grads can check the following websites for comparisons: [salary.com](#) <sup>[19]</sup>, [glassdoor.com](#) <sup>[20]</sup>, and [Bureau of Labor Statistics](#) <sup>[21]</sup>
- How to negotiate a situation where you have an offer from organization A and are waiting to hear from organization B <sup>[22]</sup>
- How to evaluate a job offer <sup>[23]</sup>, from APhA
- How to write an offer acceptance letter <sup>[24]</sup>
- How to write a ?declining the offer? or ?withdrawal from pool? letter <sup>[25]</sup>

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**Source URL:** <https://career.ucsf.edu/pharmacy-students/internships-jobs-residency/interviewing-effectively>

### Links

- [1] <https://career.ucsf.edu/sites/career.ucsf.edu/files/1-Internship-How%20to%20Interview%20Effectively.pdf>
- [2] <http://bit.ly/OCPD-whats-your-weakness>
- [3] <http://www.careerealism.com/fired-answer/>
- [4] <https://www.youtube.com/watch?v=rQwanxQmFnc>
- [5] <http://bit.ly/phoneinterviewing>
- [6] <https://career.ucsf.edu/appointments>
- [7] <https://career.ucsf.edu/sites/career.ucsf.edu/files/migrate/PharmacyEmploymentInterviewing.pdf>

- [8] <https://career.ucsf.edu/residency-interview-online-workshops-health-professional-students>
- [9] <http://bit.ly/Pharmacyresidencyinterviewquestions>
- [10] <http://bit.ly/Pharmacyunderstandpreparepracticeinterviews>
- [11] <http://bit.ly/Pharmacypreparingfortheresidencyshowcase>
- [12] <http://pinterest.com/ucsfocpd/>
- [13] <https://youtu.be/K4wSWaRaRQ8>
- [14] <http://bit.ly/Pharmacythankyouletters1>
- [15] <http://bit.ly/Pharmacythankyouletter2>
- [16] <http://bit.ly/Pharmacythankyouletter3>
- [17] <http://money.usnews.com/money/blogs/outside-voices-careers/2012/01/23/how-to-follow-up-on-your-job-application>
- [18] [https://ucsf.co1.qualtrics.com/jfe/form/SV\\_cUZlyVZhZrQfPA9](https://ucsf.co1.qualtrics.com/jfe/form/SV_cUZlyVZhZrQfPA9)
- [19] <https://www.salary.com/>
- [20] <https://www.glassdoor.com/Salaries/index.htm>
- [21] <https://www.bls.gov/bls/blswage.htm>
- [22] <http://bit.ly/OCPD-organization-A-organization-B-job-offers>
- [23] [http://www.aphafoundation.org/AM/Template.cfm?Section=Evaluating\\_Job\\_Offers](http://www.aphafoundation.org/AM/Template.cfm?Section=Evaluating_Job_Offers)
- [24] <http://bit.ly/Pharmacyacceptanceletter>
- [25] <http://bit.ly/pharmacydeclineletter>