

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

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?