



For the Employee

 Preview of job responsibilities? · Technical competence? For the Employer

Career path and potential? Scientific fit?

Desire and motivation?

· Match with culture, supervisor, and co-workers? Fit with corporate culture?

ACS "Tell Me about Yourself. . ."

The High-Level Interview Process Overview

ACS Characterists

The screening interview

The preliminary interview

The on-site interview

The Screening Interview

- Who: Often someone from HR (not the hiring manager)
- How: On-campus, clearinghouse, phone
- Purpose: Eliminate all but the top 10 to 15% of candidates
- Format:
- From 30 minutes (B.S. and M.S.) to 60 minutes (Ph.D.)
- Clarify resume information
- Discuss research summary
- Make preliminary assessment of skills and capabilities



The On-Site Interview

- Who: Hiring manager, department head, HR, search committee
- · How: Visit to campus or company facility
- Purpose: Determine suitability for job offer
- Typical format:
- Infroductions
- Research seminar
- Series of interviews (often in the behavioral interview format)
- Facilities tour
- Project discussions
- Debrief and wrap-up

The Preliminary Interview



- Who: The hiring manager
- How: Typically phone
- Purpose: Qualify for invitation to on-site interview
- Tips for telephone interview:
- 7 Be totally focused on the conversation
 - Show enthusiasm
 - Stand, smile
- Have appropriate version of résumé handy
 - Reschedule, if inconvenient
 Avoid using a cell phone
- Get call back number
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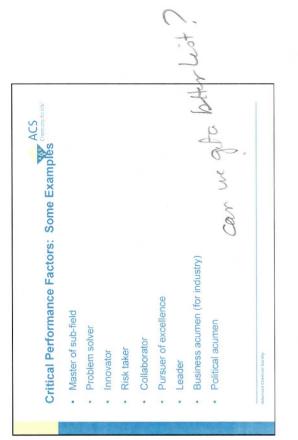
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Acing the Interview: Agenda

- Preparing for the interview
- Outshining the competition
- · Managing your job decisions



Reading Between the Lines





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ACS Doing the Due Diligence





The On-Site Interview (Review)

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The Behavioral Interview

ACS Chemistry for

- The most commonly used interview format in business
- The principle: the best predictor of future behavior is past behavior
- Provides a standardized format that different interviewers can use to compare notes:
- Among themselves
- To compare one candidate with another

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The Structure of the Behavioral Interview Question (C-A-R)



ANS VOL

- similar to the one in question Context: Candidate describes a job-related context or situation
- Action: Candidate describes what he or she did in that situation
- Result: Candidate describes what happened as a result of his or her action.

Works How the Behavioral Interview Generally



- Interviewers often meet in advance to decide who will ask what questions.
- me about a time when. . . ") The interviewer will ask the question in a behavioral format ("Tell
- As the candidate answers, the interviewer calibrates responses against a behaviorally anchored rating scale (BARS)
- After the series of interviews, interviewers compare notes and

consolidate evaluations.

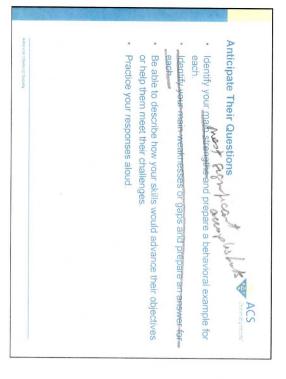




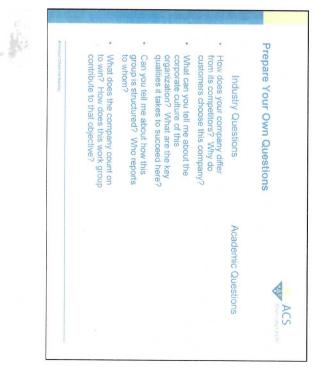
Behaviorally Anchored Rating Scales (Example)

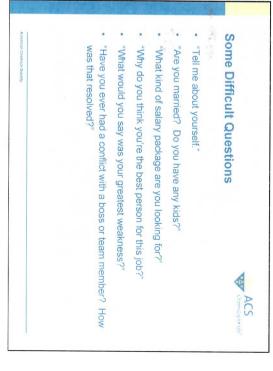


Competency	**	2	3	46	55
Problem solving	Unable to formulate a problem or identify causes	Able to identify causes, but not solutions	Able to develop but not implement solutions to problems	Able to develop and implement solutions to problems	Able to develop and implement solubons to unusual problems
acumen	Shows little grasp of how a business operates	Demonstrates basic grasp of how a business makes imoney	Demonstrates understanding of components of profit and loss	Understands the roles and responsibilities of different functional areas	Understands higher-level business processes (budgeting funding etc.)









Handling Difficult Questions



ACS Charriesty for Life

- Prepare an answer for each of the previous
- Take a breath and think for a second before you answer.
- Ask for clarification, if appropriate, or restate the question.
- Support your assertions with evidence, stories, and examples (get
- answering the question.

In the middle of your response, check to see that you're

Always tell the truth (it's easier to keep track of)

Questions

Practicing Answering Tough

Your Research Talk



- Key means of judging technical competence
- Provides information on:
- Communication skills
- Drive, motivation, and determination
- Interpersonal skills (poise, sense of humor)
- Critical to job offer (difficult to recover from a poor seminar)

Format for a Research Talk



Background material

Concise statement of the problem

- Description of your approach
- Experimental design
- Techniques used and reasons for choices
- Major findings
- Conclusions
- Future work
- Acknowledgments

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Tips for Your Research Talk



Visit Follow Ups

Stay on the company's radar screen

Tell your network of your progress

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Ask when a decision will be made Call back on agreed-upon day

Personalized thank you notes

- Teach them about your area of research
- Tailor your seminar to them
- Don't bluff, when you don't know the answer to a question
- Know the literature in your sub-field and be aware of recent breakthroughs

Stay within the time limit

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Managing your job decisions

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Acing the Interview: Agenda

Be clear about what you need or want

Managing Your Job Decisions

- Assemble your job search data
- Analyze each job offer
- Rank your alternatives
- Make your decision
- Conclude the process professionally

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Make Your Decision Evaluate your options carefully; talk them over with those directly affected by your decision. Make your best decision. Telephone your chosen employer to accept the job offer, and follow up in writing. Promptly call the other employers to inform them that you have accepted elsewhere. Terminate plans for any remaining interviews.

ACS
Acing the Interview: Review

Preparing for the interview

Outshining the competition

Managing your job decisions

