Effective Interviewing

Jane O’Brien
Sarah Wolfe

University of Minnesota
Driven to Discover®
Before we start…

Excited about?  Dreading?
Agenda

• Fit/Context
• Interview Questions & Practice
• Behavioral Interview Questions
• Questions to ask the Interviewer
• Appropriate Dress
• Types of Interviewers
• Types of Interviews
• Nerves
• Follow-up
It’s all about fit!
Imagine a context
Questions about you
generally
About you and how your experience fits with us

JJ

University of Minnesota
Driven to Discover
Questions about you

Tell us about yourself.
And how your experience fits with us
About your research or program and how it fits with us
Questions about research or program

Tell us about your research or program and how it fits with us
About your teaching or skills
and how it fits with us
Questions about teaching or skills

Tell us about your teaching or skills
and how it fits with us
About collegiality or teamwork

and how it fits with us
Behavioral Based Questions

P.A.R. Technique

• **Problem**: What was the situation and specific problem that had to be addressed?

• **Action**: What specific skills/tools did you use to address the task?

• **Result**: What was the result of your behavior?

Tell us about a time when... Describe a time when you...
Questions about collegiality or teamwork

Tell us about a time when…

Problem
Action
Result

Tell us about your collegiality or teamwork and how it fits with us
Out of the blue questions

- Describe your research using a ven diagram.
- Does your family see any challenges in relocating to our area?
- What historical figure would you like to invite to dinner?
- Would you take this job if it were offered to you?

Stay calm!
Look for the real question
Think out loud if needed
Redirect as needed
Your questions
Your questions

**Do Ask!** broad questions asking for an individual’s personal take on relevant topics

**Do Ask!** about next steps

**Do NOT Ask!** questions on topics like salary, benefits or basic things you should already know
Attire
Attire
<table>
<thead>
<tr>
<th>Interviewer Types</th>
<th>Friendly!</th>
<th>Chaotic!</th>
<th>Analytic!</th>
<th>No nonsense!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friendly!</td>
<td>Emphasize your people skills and team work ability</td>
<td>Direct the questioning to your skills and accomplishments</td>
<td>Give examples (show your portfolio)</td>
<td>Give results oriented answers</td>
</tr>
</tbody>
</table>
Interview Types
Managing your Nerves....

- Be prepared
- Re-direct
- Eek out breaks
- Act like a colleague
- Tell stories (short!)
- Hear them out
- Expect to enjoy yourself!
Be your best self

• Don’t be afraid to let your personality shine through!
It’s not over yet

• Send a thank you letter the same day!
• Know what’s next and how best to follow up (e-mail vs. phone)
Resources

Interview Stream
http://www.ummlike.com/

University Career Services offices
http://www.career.umn.edu

Graduate and Professional Students’ Guide to Career Planning (Grad Guide)
http://www.grad.umn.edu/career/gradguide
Resources

What to wear

• http://www.academichic.com/category/interview-attire/

Questions

• graduate.dartmouth.edu/careers/services/interview/acad. html#department_chair
• http://chronicle.com/article/Asking-the-Right-Questions/46896
  • http://careerhelp.umn.edu/samplequestions.html

Chronicle of Higher Education
