



**Interview Prep**

# About DOC ([dropoutclub.org](http://dropoutclub.org))

Our aspiration is to unite the global community of doctors, scientists and other biomedical professionals who seek to shape healthcare through innovative careers outside of traditional clinical and research tracks

We focus on 3 specific objectives:

- Connect members with great opportunities that leverage their unique backgrounds and experience
- Help employers rapidly source talent with highly specific biomedical and business experience
- Facilitate the online and in-person exchange of ideas, insights and opportunities among our members

Ultimately we hope that this will help improve the healthcare system by placing those who understand the real content of healthcare in leadership positions

Contact us at [contact@dropoutclub.org](mailto:contact@dropoutclub.org)

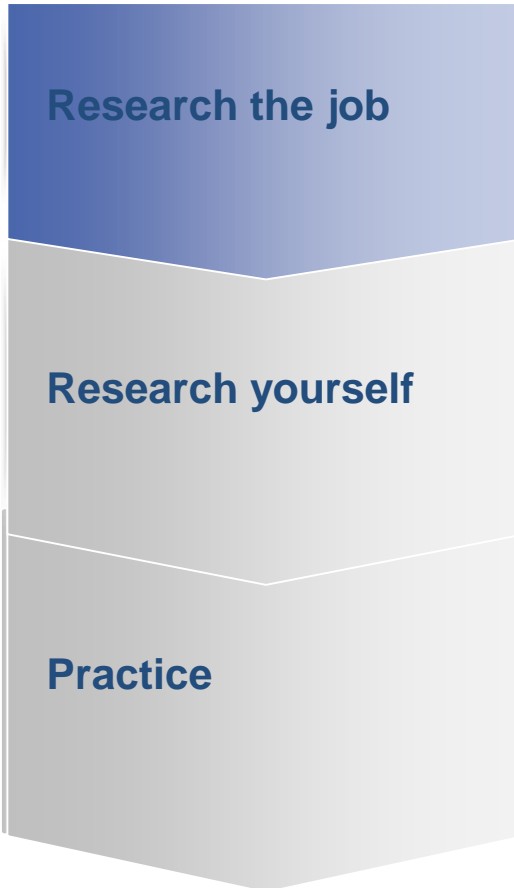
## Before we start, it's important to know that:

An interview is an opportunity for you to flesh out a narrative about the value you will bring to the job and who you are

Today's session is about building the knowledge and tools to convey a strong personal narrative in your interview

# Part 1

## 3 steps to a successful interview

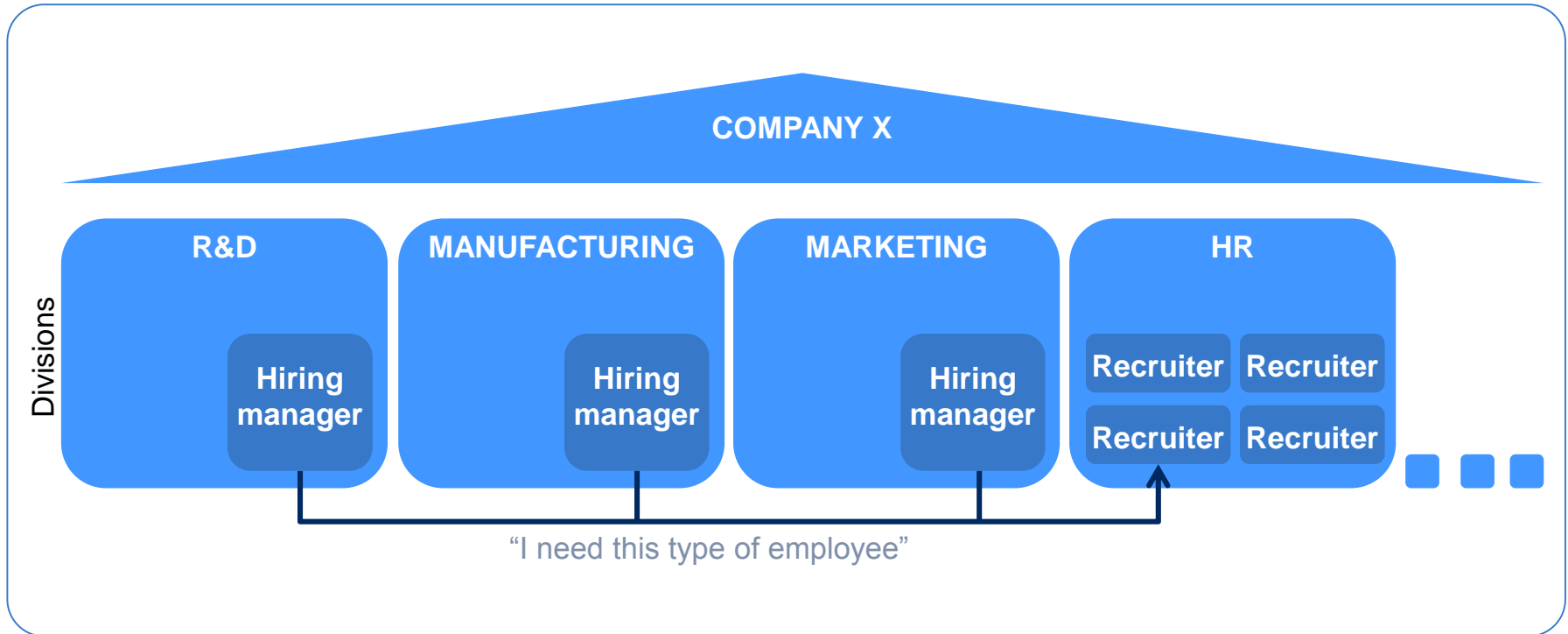


## Topics

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- The employer context
  - Interview types
  - Interview strategies
- 
- The winning mindset
  - Speaking about yourself
  - Pulling out the right experiences
- 
- The value of practice
  - Live practice

## The structure of a typical company



**Hiring manager**

- Approves hiring need
- Writes job description
- Makes final hiring decision

**Recruiter**

- Finds talent
- Screens talent

**Before you interview, understand what the employer is looking for and then develop your narrative to best fit that**

### Tips for knowing what an employer seeks

1. Understand the hard and soft skills they are looking for in the job description
2. Look beyond the job description and consider what would make a winner in that position
3. Look up individuals with that role today

Employers look for the unicorn they describe, but overwhelmingly settle for the best approximation

# RESEARCH THE JOB

## Interview types (1 of 3)

Types	When / who	Employer goals	Your goals	Tips
<b>Phone screen</b>	<ul style="list-style-type: none"> <li>▪ Early</li> <li>▪ Recruiter</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assess if candidate is qualified</li> <li>▪ Assess if candidate is presentable</li> </ul>	<ul style="list-style-type: none"> <li>▪ Make them think “X is great and has relevant experience”</li> <li>▪ Understand next steps</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understand the difficulty of telephony</li> <li>▪ Speak of your work quickly and expertly</li> <li>▪ Learn to give specific examples quickly</li> </ul>
<b>Phone interview</b>	<ul style="list-style-type: none"> <li>▪ Early</li> <li>▪ Recruiter, hiring manager or occasionally lead</li> </ul>	<ul style="list-style-type: none"> <li>▪ Test candidate qualifications and fit</li> <li>▪ Must pass the “I want to work with them” test</li> </ul>	<ul style="list-style-type: none"> <li>▪ Make them think “It is worth bringing them in to meet the team”</li> <li>▪ Convey expertise, relevance, and enthusiasm</li> </ul>	<ul style="list-style-type: none"> <li>▪ Research interviewer</li> <li>▪ Spend time connecting with interviewer (1/4 of the time)</li> <li>▪ Have a compelling narrative</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>▪ Early</li> <li>▪ Recruiter or low-level employees in relevant division</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assess large numbers of applicants rapidly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pass the test</li> <li>▪ Make a positive impression on everyone you interact with</li> </ul>	<ul style="list-style-type: none"> <li>▪ Do not get ahead of yourself – ensure you will pass this before undertaking other prep</li> <li>▪ Go early and get to know the recruiters</li> </ul>

## Interview types (2 of 3)

Types	When / who	Employer goals	Your goals	Tips
<b>Fishbowl or group interview</b>	<ul style="list-style-type: none"> <li>Mid</li> <li>Hiring manager or lead</li> </ul>	<ul style="list-style-type: none"> <li>Assess candidate behavior in a group setting</li> <li>Assess candidates relative to peers</li> </ul>	<ul style="list-style-type: none"> <li>Make them remember you</li> <li>Stand out (but have manners)</li> </ul>	<ul style="list-style-type: none"> <li>Shine when it's your turn</li> <li>Have a positive role (leader, organizer, time keeper, people manager)</li> </ul>
<b>F2F interview</b>	<ul style="list-style-type: none"> <li>Mid-late</li> <li>Hiring manager but more likely lead</li> </ul>	<ul style="list-style-type: none"> <li>Test candidate qualifications and fit</li> <li>Must pass the "I want to work with them" test</li> </ul>	<ul style="list-style-type: none"> <li>Make them think "I would love to work with this person"</li> </ul>	<ul style="list-style-type: none"> <li>Research interviewer</li> <li>Spend time connecting with interviewer (1/4 of your interview)</li> <li>Have compelling stories</li> </ul>
<b>Site visit</b>	<ul style="list-style-type: none"> <li>Late</li> <li>Working team you would join</li> </ul>	<ul style="list-style-type: none"> <li>Democratize hiring decision</li> <li>Focus assessment on candidate fit</li> </ul>	<ul style="list-style-type: none"> <li>Make them think "I would love to work with this person"</li> <li>Make a positive impression on everyone you interact with</li> </ul>	<ul style="list-style-type: none"> <li>Find a champion for you</li> <li>Ask questions about job and company as a means to connect</li> <li>Provide value to the people you meet</li> </ul>



# RESEARCH THE JOB

## Interview types (3 of 3)

Types	When / who	Employer goals	Your goals	Tips
<b>Presenta- tion</b>	<ul style="list-style-type: none"><li>▪ Late</li><li>▪ Working team you would join, executive team</li></ul>	<ul style="list-style-type: none"><li>▪ Assess candidate communication skills, primarily</li><li>▪ Assess candidate expertise, leadership and on-feet thinking, secondarily</li></ul>	<ul style="list-style-type: none"><li>▪ Make them remember the key points of the presentation</li><li>▪ Make them think “That person is smart. Very enjoyable presentation”</li></ul>	<ul style="list-style-type: none"><li>▪ Speak clearly and project your voice</li><li>▪ Have clear takeaways</li><li>▪ Answer question you were asked</li><li>▪ Do not be afraid of saying “I don’t know”</li></ul>

# Part 2

## 3 steps to a successful interview



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## Winning attitudes in interviews



- **Differentiate yourself by being fearless.** Take the job for what it is.
- **Internalize that you are not an idiot.** You are incredibly learned and skilled.
- **Be wise about your narrative.** You are very unlikely to fake yourself into a job.

# Candidates are overwhelmingly underprepared for interviews: The 4 categories of questions you will face

- 1 Experience summary:** Rapidly explain what you have spent the last 5-10 years doing. This may be a quick summary of your research or a quick run-through your resume
- 2 Who you are:** Questions about moments of leadership, conflict, stress, or achievement. Stories are generally assessed based on response relevance, leadership demonstrated, entrepreneurship, and your impact in the situation
- 3 Logistics:** When you can start, visa sponsorship questions, title, pay
- 4 Questions for them:** Open forum for you to ask the interviewer questions about the job or company

# Example narrative-based questions to prepare for

Tell me of a time...

- ...you ran into conflict with someone you managed and how you resolved it
- ...when someone you worked with was doing something wrong and you handled it
- ...you were at odds with a superior and how you handled it
- ...you were the leader of a group and you felt you were failing and what you did about it
- ...you had at work, what caused it, and what you did about it
- ...you achieved something great after much hard work
- ...you failed at something and what you learned from it

# Common situations to draw experiences from

- Managing rotation students, technicians, summer help
- Extra-curricular experiences (e.g. volunteer situations, clubs, music groups)
- Conflict with PI, collaborators, 3<sup>rd</sup> party vendors
- Failure in experiments
- Conflict or achievements in previous jobs
- Transition moments (from undergrad PhD, from PhD to postdoc)

A) Draw from experiences in the last few years. College is probably too long ago

B) Sketch down every story you can think of against these categories

## How to tell a compelling story in an interview

**Section** (Relative amount of time)

**Description**

**To-dos**

**To avoid**

**Context**

(30%)

- Introduce the situation/context, the people involved, and your role

- Tell a story that answers the prompt
- Uncover introductory details linearly and simply

- Brag
- Be apologetic

**Conflict**

(69%)

- Describe the source of conflict
- Detail how it was resolved

- Make the conflict human: be vulnerable, share details, show empathy,
- Be honest

- Be perfect
- Gloss over details that make you look bad

**Conclusion**

(1%)

- Share the outcome of the mitigated conflict

- Share the outcome quickly to close the story— no one cares what came of it

- Make the story an opportunity to talk about your accomplishments

# Part 3

## 3 steps to a successful interview



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## PRACTICE

# Pick a position type and write a research summary

### Science job

A three sentence summary, with relevant nouns, all of it positioned towards the job that you are applying for

### Non-science job

A one-two sentence summary of your research, at the level your science-hating grandpa would both understand and find cool

## PRACTICE

**Pick a prompt and write a story down in detail**

**Tell me of a time you were in charge of someone you had conflict with and how you resolved it?**

**Tell me of a time you had conflict with a superior and how you resolved it?**

## Be prepared...

- **...for the interview:**
  - Know the purpose of the interview
  - Know the company, who you are speaking with, the job posting in and out, the location of the job
- **...to give a research summary:**
  - If a science job: A 3 sentence summary, with relevant nouns, positioned towards what you are applying for
  - If a non-science job: A 1-2 sentence summary of your research – at the level your grandma would like
- **...to continue to position yourself for the job:**
  - Understand each question and what the desired answer would be. Be honest, just be smart.