

Interview with _____



tl;dr worksheet for any successful interview

Details

This worksheet is meant to prompt and outline what you need to prepare before your successful interviews. To get more in-depth help, schedule an appointment with a Fellow.

With

Who will be in the meeting?

Who are they affiliated with?

Why

What is the purpose of the meeting?

What your goals and what are others' goals?

CRITICAL! Clarify these goals before the interview if it's not 100% clear.

Background

Based on your goals, what is your message?

What is your 60 second elevator pitch?

What is the background of others?

What should you know about those in the room with you?

Go-to Q/As

Prepare a series of answers (questions) and potential follow-up answers (questions) below.

Given X, Y, and Z, how would you approach problem A?

- Why did you choose B approach?
- What about C approach?

Checklist

Don't forget to address these items before the interview!

- Set a time and place and make arrangements e.g. a private phone interview room
- Print and prepare extra materials e.g. CV, graphical abstract
- Match the formality of the interview e.g. dress appropriately and match mannerisms
- Prepare an elevator pitch to make a great first impression
- Get up-to-speed on recent news about the company/department if applicable
- Practice with a peer, mentor, or career advisor e.g. MIT Career Development Specialist
- Follow-up! Send an email to express gratitude for the opportunity