

Onsite Interview Guide

Pre-Interview Preparation

Company Research

- Review company website, pipeline, and technologies
- Study competitor landscape
- Analyze company financials and stock performance
- Research clinical trial status
- Understand merger/acquisition history
- Review recent press releases and news

Interviewer Research

- Review LinkedIn profiles of all scheduled interviewers
- Read their recent publications on PubMed/Google Scholar
- Note potential conversation points with each interviewer
- Understand their role and department

Question Preparation

- Prepare specific questions for each interviewer
- Research common technical challenges in their area
- Prepare solutions from your past experience
- Have examples ready for behavioral questions
- Write down questions about company culture and team dynamics

Presentation Preparation

- Practice presentation multiple times
- Time your presentation
- Prepare backup copies -- Flash drive, laptop, email to yourself
- Prepare for technical questions about your work
- Have backup slides for detailed questions

Document Preparation

- Print interview schedule
- Print multiple resume copies
- Prepare any required forms (NDA, application)
- Organize research notes

Morning of Interview

Personal Preparation

- Get adequate sleep the night before
- Eat a good breakfast

- Dress in professional, comfortable attire
- Allow extra time for traffic
- Bring water and small snacks

What to Bring

- Interview schedule and multiple resume copies
- Research notes and required forms
- Notebook and pens
- Presentation copies
- Laptop and charger
- Professional bag/briefcase

Arrival Protocol

- Arrive 15 minutes early and turn off cell phone
- Check appearance before entering
- Take a moment to center yourself

During Interview Day

Professional Conduct

- Greet everyone professionally and maintain positive energy
- Show genuine enthusiasm
- Give firm handshakes and make eye contact
- Remember names when possible

Interview Management

- Take brief notes between meetings
- Stay hydrated and accept offered breaks/refreshments
- Reset mentally between interviews and stay engaged even when tired
- Maintain professional posture

Presentation Delivery

- Set up early if possible and test equipment
- Speak clearly and confidently
- Manage time effectively
- Handle questions professionally

Interaction Tips

- Collect business cards or contact information
- Take relevant notes and show interest in others' work
- Ask thoughtful follow-up questions
- Thank each interviewer
- Stay positive and energetic

Post-Interview Process

Immediate Follow-up

- Debrief with recruiter
- Note key discussion points
- Organize business cards and contact information
- Review your notes

Thank You Notes – send within 24 hours

- Send personalized emails to each interviewer
- Reference specific conversations and reiterate interest in role
- Maintain professional tone and proofread carefully

Reference Management

- Contact potential references
- Confirm their willingness to provide a reference
- Provide reference details to company
- Brief references on the role
- Request prompt response when contacted

Next Steps

- Follow up with recruiter on timeline
- Be patient during decision process
- Stay engaged but respect boundaries
- Keep other job prospects active
- Maintain professional communication

Success Factors

- Thorough preparation
- Professional presentation
- Consistent energy
- Genuine enthusiasm
- Detail orientation
- Follow-through