

Phone Interview Prep Guide

Role Analysis

Posted Job Description

- Review stated requirements and responsibilities.
- Note required vs preferred qualifications.
- Connect your experience to requirements.
- Identify potential gaps between the job description and your own experiences.

Role Flexibility Preparation

- Prepare broader experience examples beyond job description.
- Research department's various roles and needs.
- Consider lateral or senior/junior positions.

Company Research

Technical Focus

- Research all therapeutic areas and full technology platforms.
- Understand various research programs.
- Note department interconnections.

Growth Areas

- Identify expanding research areas.
- Note recent hiring patterns.
- Review planned initiatives.
- Research and understand company trajectory.

Interview Preparation

Core Experience

- Prepare versatile technical examples.
- Focus on adaptable skills.
- Highlight cross-functional work.

Career Discussion

- Prepare "ideal role" description.
- Have flexibility examples ready.
- Discuss growth interests and preferred responsibilities

During Interview

Active Listening

- Note specific role details mentioned.
- Pay attention to emphasis areas.
- Listen for unstated needs.
- Track any role variations.

Questions to Ask

- Role evolution possibilities.
- Team growth plans.
- Cross-training opportunities.
- Department structure.
- Future projects.

Adaptable Responses

- Match examples to discussed needs.
- Highlight relevant transferable skills.
- Show interest in various opportunities.
- Demonstrate growth mindset.

Post-Interview

Thank You Email

- Reference the specific role discussed.
- Connect experience to needs mentioned.
- Show enthusiasm for opportunities.
- Note flexibility if relevant.

Follow-up

- Be open to role adjustments.
- Request clarity on position.
- Maintain enthusiasm.
- Show continued interest.

Success Factors

- Adaptability.
- Clear communication.
- Technical expertise.
- Growth mindset.
- Professional demeanor.
- Team fit focus.