

Public Health Laboratory Fellowship Program

Mentor Interview Guide

The following guide should be used to prepare for your interview(s) with fellow candidates. Please include the listed topics during your interview or be ready to answer questions on these topics. Please feel free to include any additional questions that you or your laboratory deem relevant.

Required Topics

Potential Mentors will schedule interviews of at least thirty (30) minutes with each fellow candidate they are interested in matching with. During the interview, it is suggested for mentors to cover the following topics:

1. **Give an overview of the host laboratory.** Be sure to include general requirements and other host laboratory specifics for the fellowship (e.g., laboratory specific vaccination requirements, additional background checks, etc.) as well as day-to-day requirements (e.g., fellow office location, working hours, safety policies, etc.). If your laboratory, or proposed project, requires specific physical requirements (e.g., standing or sitting for long periods of time, sets of stairs, lifting, etc.), please be sure to cover these; for more information about this discussion, please visit the U.S. Equal Employment Opportunity Commission's [website](#).
2. **Provide details on the specific project(s) as well as fellow responsibilities.** Be sure to include the objectives of the overall project as well as those that should be accomplished within the one- to two-year fellowship and discuss if the host laboratory intends to request a second year for the particular fellowship. All second-year extensions must be approved by APHL and not all extensions will be approved due to funding constraints. Be sure to discuss the vaccination requirements, if any, the fellow will need to work in the laboratory and as part of the project(s). Please note that it is the responsibility of the host laboratory to arrange/provide all necessary vaccinations.
3. **Provide information about the structure of the project and team members** if there are any additional staff, fellows, co-mentors or supervisors the fellow may work with.
4. **Discuss a prospective start date**, keeping in mind that the fellow will likely be relocating to your area and will need time to do so. If you are notified by APHL that you have been chosen to host a program-funded fellow, please remember that you will need to talk to the candidate about the adjusted start date. Please keep in mind that APHL strongly encourages the fellow to start sometime between the 1st and 15th of a month to ensure the fellow will receive their first paycheck in the same month they begin their fellowship. Please discuss a start date that is approximately two months from the interview date as APHL will need four (4) weeks to fully execute a contract and the fellow will need a minimum of two weeks to relocate, if applicable.

Optional Topics

Following all required questions, mentors should leave plenty of time to answer questions that the candidate may have. Below is a list of topics that you should be prepared to discuss if asked; you may also choose to include this information when discussing the required topics.

1. Location of the host laboratory and notable features of the town or city in which it is located, as well as cost of living information. This may include information about public transportation, housing developments or neighborhoods as your fellow will likely be relocating to your area.
2. Information about supervisory and mentorship styles, reporting structure, etc.
3. Information about professional development opportunities.
4. Other relevant laboratory policies and procedures.

Be sure to allow the candidate time to impart any additional information about themselves that was not covered in the application or interview as well.

Post-Interview Instructions

Following the interview, please complete the Public Health Laboratory Fellowship [Interview Feedback Form](#) **within 24 hours** of the interview. The interview feedback form will be sent to the Fellowship Team for review. If you do not want to match with the interviewed fellow(s), please choose one of the two Reject options in the Interview Feedback Form; you may then continue searching for and interviewing other candidates. If you would like to match with the fellow, please choose Accept in the Interview Feedback Form; once the fellowship team reviews the interview feedback form, an offer will be extended to the fellow by the Fellowship Team. If the match is accepted by the fellow, a fellowship contract will be initiated from APHL.

If you have any questions or concerns during this process, please contact the Fellowship Team at fellowships@aphl.org.