

ADVENTURES IN MEDICINE

Career & Life Planning

Checklist

*Interview
Checklist*

*Discovery Resource
CL-01*



Chapter 6: Interviewing Checklist

A tool for organizing your work and tracking your progress

Check off the tasks and objectives as you complete them.

TASK	OBJECTIVES
<input type="checkbox"/> READ: Chapter 6: Interviewing <i>Online Resource Library, Resource ST-06</i> Protect the 40,000-hour investment you've made to become a physician and prepare for one of your most important post-residency career events.	<input type="checkbox"/> Learn how to research a potential employer. <input type="checkbox"/> Understand each potential employer's hiring process to prepare for your interview.
<input type="checkbox"/> EXERCISE: Preparing for an Interview Checklist <i>Workbook Pages: 50-51 or Online Resource Library, Resource CL-01</i> Complete a step-by-step interview preparation process that will give you the best opportunity to impress a prospective employer and receive an offer.	<input type="checkbox"/> Walk through the specific actions you must take to prepare for a successful interview. <input type="checkbox"/> Learn what you need to take with you on an interview.
<input type="checkbox"/> EXERCISE: Organizing & Customizing Interview Questions for Your Interview <i>Online Resource Library, Resource E-21</i> Develop a list of questions that each interviewer is likely to ask as well as your own questions that will enable you to collect all the facts that are relevant to your personal job search priorities.	<input type="checkbox"/> Anticipate the questions that an interviewer will ask and practice your responses. <input type="checkbox"/> Review your own sample questions that are specific to the interviewer, such as a chief financial officer, physician recruiter, medical director, or physician.

The following resources can be accessed from the AIM Online Resource Library at www.AIMResourceLibrary.com.

Title	Type of Resource	Date Completed
<input type="checkbox"/> Preparing for a Phone Interview	Exercise / E-22	_____
<input type="checkbox"/> Sample Candidate Interview Evaluation	Sample / S-04	_____
<input type="checkbox"/> Sample Reference Check Evaluation	Sample / S-06	_____