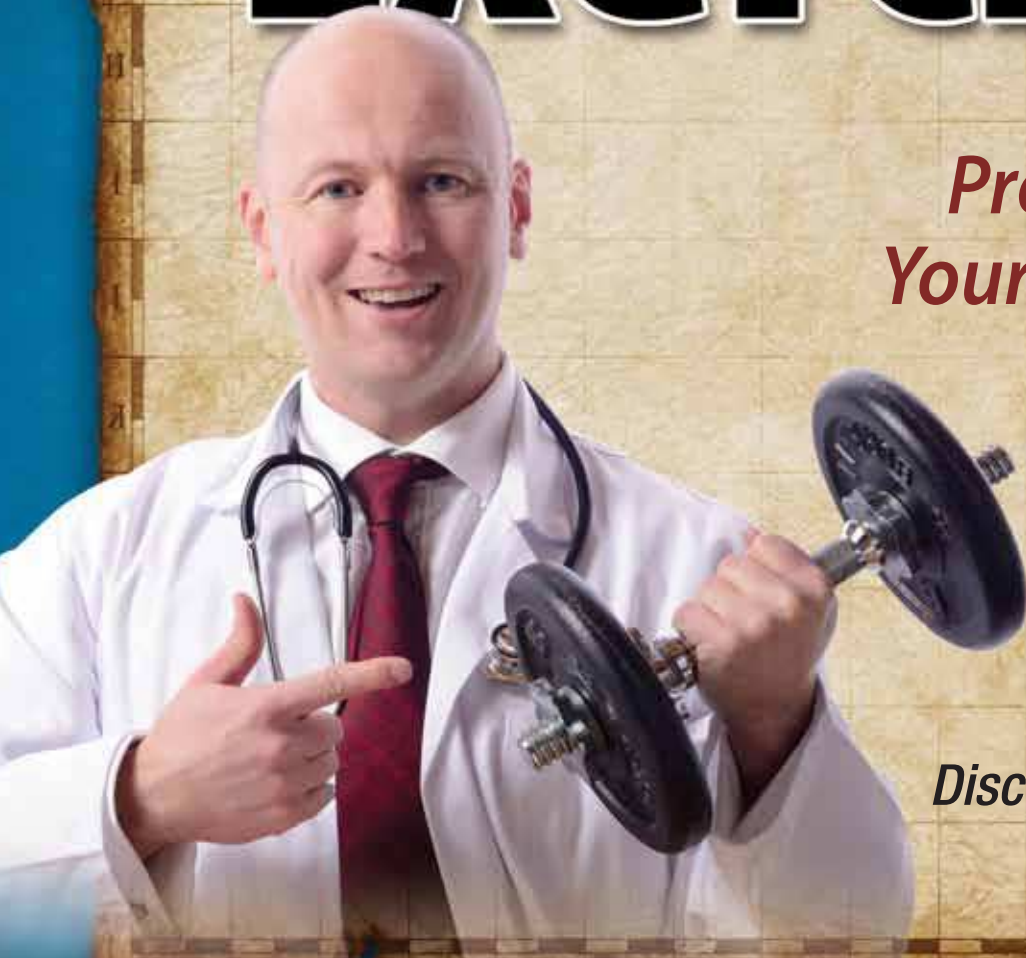


# ADVENTURES IN MEDICINE

Career & Life Planning

# Exercise

*Prepping for  
Your Interview*



*Discovery Resource*  
**E-37**

# Prepping for Your Interview

Your goal in the job interview is to show the employer that you have the skills, background and ability to do the job and that you can successfully fit into the organization and its culture. The interview is also an opportunity to gather information about the job, the organization and career growth opportunities, so you can determine whether the position and work environment are right for you. Remember: Most employers do not hire people based on merit alone. Personality, confidence, enthusiasm, a positive outlook, and excellent interpersonal and communication skills count heavily in the selection process.

## Learning Objective:

Prepare for a successful interview and learn the secrets that will lead to a job offer.

## Before You Begin:

- Read Chapter 6: Interviewing in *Adventures in Medicine Guidebook*: [www.ResidentsGuideToLifeAndPractice.com](http://www.ResidentsGuideToLifeAndPractice.com).
- Read *Best Practices for Interview Preparation*: Resource CL-01 in the Online Resource Library at [www.AIMResourceLibrary.com](http://www.AIMResourceLibrary.com).
- Review *Reference Check Evaluation Form*: Resource S-06 in the Resource Library [www.AIMResourceLibrary.com](http://www.AIMResourceLibrary.com).

## Tips: The Interview Mindset

**1. Leave your ego at the door.** Nothing turns off a future employer more than a candidate with a big ego. Employers typically want to hear about motivated people with relevant talents that can help their organization, their patients, and the community.

**2. Treat EVERYONE you meet as a decision-maker.** Most employers will send a candidate survey to every interviewer or person you meet. In most cases, the last question is a hiring recommendation. To see a sample Physician Candidate Survey, go to the Resource Library at [www.AIMResourceLibrary.com](http://www.AIMResourceLibrary.com) and click on Resource S-04.

**3. Control your anxiety.** Employers often interpret anxiety as disinterest, and one of their biggest fears is hiring a candidate who will leave in 12 months. Unfortunately, it's very difficult to overcome a bad first impression after the interview.

**4. Collect 100% of the facts on your first interview.** Employers invest a lot of time and money in candidate interviews, so do your best to avoid the need for a second visit. Be prepared to gather all of the facts about the opportunity, the practice and the community on your first interview.

**5. Bring your spouse or significant other.** The interview process can take several months, so don't prolong it by having to make a second visit to get the approval of your spouse or significant other. Bring him or her the first time to tour the area and see the practice, so you won't lose the opportunity to another candidate who is ready sooner to accept an offer.

**6. Don't overemphasize compensation.** Placing too much emphasis on compensation is one of the biggest turnoffs for an employer. To learn compensation etiquette on an interview, review Resource S-10 in the Online Resource Library.

**7. Be on time.** Arriving late makes a bad impression. Plan to arrive about 15 minutes early, so you have a few minutes to relax.

*(Continue on next page)*

### Checklist: Before the Interview

- Visit the company's website to get a feel for its culture, business goals, services, and financial reports. For hospitals, you can obtain some of this information by searching the hospital at <http://www.ahd.com/search.php>.
- Search the Internet for news or information about the company. Don't overlook blogs.
- Practice your elevator speech (See Chapter 5).
- Prepare and practice answers to typical interview questions. For sample questions, see Resource E-21 in the Online Resource Library.
- Make a list of custom questions to ask for each interviewer, i.e. physician recruiter, chief financial officer and medical director. Bring them with you on the interview. Go to [www.ResidentToPhysician.com/Creating-Interview-Questions-For-Employer](http://www.ResidentToPhysician.com/Creating-Interview-Questions-For-Employer).
- Request an itinerary, which often has a list of interviewers. Go to [www.ResidentToPhysician.com/Sample-Physician-Candidate-Itinerary](http://www.ResidentToPhysician.com/Sample-Physician-Candidate-Itinerary) to see a sample.
- Write down examples of past successes that you can discuss in the interview.
- Contact three references and request letters of reference. If possible, send the letters to the employer before the interview, and provide copies to each interviewer.
- Plan your attire and accessories and make sure everything is clean. Unless the company explicitly tells you to dress casually, wear a suit. Present your most polished image.

### Checklist: Items to Take with You

- Interview agenda with names of interviewers (if provided)
- Pad of paper and pen for notes
- Written questions for each interviewer
- Copies of CV and cover letter for each interviewer
- Food (something small, quick, and filling in case of extended interview)
- Comb, breath mints, lipstick, tissue, lint remover, or anything else that will help you feel confident and make the best possible presentation

### Tips: After the Interview

1. Send a thank you note within 24 to 72 hours to each person you interviewed with.
2. Follow through on any promises you made during the interview (e.g., sending information you said you would provide).
3. To determine your next steps, work through the following Decision-Making Worksheets.
  - Personal Values & Priorities Worksheet: Workbook page 57
  - Revisiting Physician Leadership Competencies: Resource E-25 in the Online Resource Library
  - Compensation Packages: Resource E-23 in the Online Resource Library
  - Prioritizing Offers: Resource E-24 in the Online Resource Library

For more information about After the Interview, including Decision-Making Process and tips on making your decision, see Resources E-23, E-24, E-25 and E-26 in the Online Resource Library.