

Interview Prep

Intro – Most of this information is common sense, and you will probably laugh to yourself when I go over some things, but you would be surprised at some of the things we have had happen at some interviews. I like to give all our candidates at least a fair shot if not the upper hand.

First Impressions – Remember first impressions are very important. It is essential that you can project a positive attitude and positive energy.

- Conservative business suit – Bathroom check
- No Smoking prior to interview
- No Strong Cologne
- Eye Contact
- Be outgoing, upbeat
- Resume copies for each interviewer

Background - Be prepared to discuss your background in a logical fashion. (Reverse chrono like a resume) Focus on the position which most closely aligns with this one.

Achievements – Cover 3 major achievements or accomplishments – These are things you have done above and beyond your normal job description in which the company or patients clearly benefited. This is probably the most important thing that will set you apart from your competition with similar or more experience.

This is what sets you apart from the competition.

Company Knowledge – Do your homework. Visit the company web site and get to know them in and out. Know their primary mission statement and what they stand for and how they got there.

Questions – Prepare a list of 15 questions

- Projects you will be working on
- Expectations – first 30 days, 90 days, year
- Relevant questions that will show you are knowledgeable and open up conversations to “talk shop”.

Money – Avoid bringing up money – Leave that to us. If they bring up money a good response I like to recommend is:

-As you would agree, money is important to most of us, but it’s the opportunity that is most important to me. If all goes well, I would be happy to consider your best offer.

-If they still push, its ok to tell them where you are currently and that you would like to progress in your career, but you realize that geography, experience, and internal equity play a part in compensation.

The Close – “Close the interviewer”. Now that we have had a chance to discuss my background and experience, is there anything that I have not covered. Do you have any other questions about my experience or my ability to do the job?

If they give you a question or concern – ask is there anything else, before going into explanations.

Thank them – ask what would be the next step in the hiring process?