

Tips and Tools for a Successful Interview

Applying for the position is the first step in gaining an interview

- Complete all portions fully and attach a resume.
- Ensure that you are reachable! Check your email and voicemail- many times a recruiter will try to contact you via email and phone. Ensure that your voicemail box is not full and that your email is professional.

Prepping for the Interview

- **First impressions last.** Dress appropriately for the interview, even if it is a video interview! Business casual is preferred. For clinical positions if you are going to do a job shadow you can wear scrubs. Turn off your cell phone.

Practice, Practice, Practice!

- Every opportunity – use your friends and family to have them ask you questions and practice responses back. Watch yourself in a mirror and practice body language.

Come prepared!

- Do your research on the company and be prepared to show your knowledge. You should also bring the following items:
 1. Unfolded copies of your resume, a pen, and paper.
 2. Questions to ask the recruiter or hiring manager. Asking questions shows that you are engaged and excited for the opportunity.

Arrive 10-minutes early

- Give yourself extra time to relax and review your questions and leave time to find the location.
- Arrive early for video interviews as well and test your technology prior to the interview.

Be polite, friendly and enthusiastic

- Treat everyone you meet with courtesy.

What is Behavioral Interviewing?

Behavioral Interviewing focuses on past performance in specific job-relevant areas and is used as a predictor of future behavior. Practice preparing for these types of questions.

Information included in an answer to a Behavioral question will:

- o Describe a specific event or accomplishment.
- o Describe skill and abilities.

An example of a behavioral interviewing question:

- o Tell me about a time you had to accept a setback or defeat.

After the interview

- **Ask for a time-line of when should you expect to hear from the recruiter/hiring manager.** This opens the door for further conversation in the future.
- **Prepare for follow up!** Make sure that before you leave you have the recruiter and/or hiring manager's contact information.
- **After the interview – it's not over yet!** Send a thank you note, via email or a formal letter if you prefer.
- **Follow Up!** If you haven't heard from the recruiter or hiring manager in the agreed time frame call to let them know you're still interested.