

Interviewing Tips

1. Learn as much as you can about the organization beforehand. Know what services they provide for the community, are they affiliated with any health system etc.
2. Do practice interviews with a career counselor, friends and family member or with yourself, in front of a mirror. Many career service offices offer workshops, mock interviews and one-on-one coaching. Videotape yourself and review.
3. Think about how your experience in works, classes and activities can relate to the job you are seeking.
4. Allow plenty of time to get to the interview and, if possible, visit the site in advance and time how long it takes to get there. Remember to consider potential traffic or road closures.
5. Plan your interview attire and make sure your clothing is pressed, shoes are shined and your hair and nails are well groomed.
6. Bring extra copies of your CV and a list of references.
7. Speak slowly and clearly and do not be afraid to pause for a moment to collect your thoughts
8. Be honest. Do not try to cover up mistakes. Instead, focus on what you learned from them.
9. Be assertive. Remember that the interview is a way for you to learn if the job is right for you.
10. Be prepared to answer clinical questions, such as “tell me how you would handle this situation?” or “a patient presents with X, Y Z what would you do? “
11. Have a set of questions to ask those interviewing you. Such are orientation, patient-scheduling patterns, how much time is allocated for physicals versus sick visits etc.
12. Ask the interviewer for a business card and send a thank-you note or email as soon as possible.