

Interview "How To:" Skills and Preparation

Career & Professional Development Counselors

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PRACTICE MAKES PROGRESS

- **Practice** with friends—it will make you calm, organized, and help you sound more prepared
- **Practice** in the mirror
- **Practice** with a mentor or trusted colleague
- Record yourself on Zoom to watch your body language on camera
- Sign up for a mock interview with your CP&D Counselors
 - *MOCK INTERVIEW WEEK FEB 6TH - FEB 10TH (sign-ups coming soon)*



American Osteopathic Association, "Career Center"

Be Your Best Advocate

- Make a list of your top assets
 - Strengths
 - Goals
 - Values
 - Driving Forces
- Create a checklist of things you want and need
 - Documents
 - Data
 - CV v. Resume
- Rank your needs and wants
 - What is important to you?
- Be prepared to talk about any hiccups in your academic record or on your CV/resume

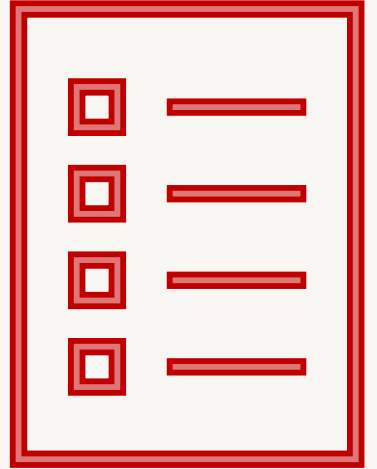
In 5 years, I
would like
to...

There is a gap in
my academic
record because...

A cause I am
passionate
about is...

Research Yourself

- Review your materials
 - CV
 - Resume
 - Personal Statement
 - Academic Record
 - Publications/Research
 - *ePortfolio or LinkedIn**
- Have a copy of your documents readily available for quick reference
- Be able to describe and explain everything you've listed
 - Research
 - Experiences
 - Professional Development
 - Volunteering & Community Service





RESPOND
IN THE
CHAT

What
questions
would you
want to ask
interviewers?

GENERAL GUIDELINES FOR INTERVIEWING

- Be respectful and courteous to the **administrative** staff, including when you are scheduling your interviews (e.g. time zone differences)
- If you are unable to attend, or if you decide to cancel the interview, it is important to let the program know—even if your cancelation is at the last minute
- If on Zoom—check **your** name, pronouns, credentials
- Attend pre- or post- interview get-togethers if you can
- Review your personal statement and curriculum vitae prior to the interview
- Be prepared with questions

American College of Physicians, "Preparing for Interviews"

SAMPLE QUESTIONS

GENERAL

1. Where do you see yourself 10-years from now?
2. Describe yourself in one word.
3. What are your ultimate career plans?
4. Tell me something about yourself that's not on your CV?
5. Give me a one-word description of yourself.

INTERPERSONAL SKILLS/SITUATIONAL

1. Tell us about a conflict you encountered and how you dealt with it.
2. How do you deal with people you don't get along with?
3. What do you do when someone at work disagrees with you?
4. Would you describe yourself as a leader or a follower?
5. Do you see yourself working well on a team?
6. Tell me about a time you were... (overwhelmed, uncomfortable, facing a hardship)

SAMPLE QUESTIONS

ACTIVITIES OUTSIDE OF MEDICINE

1. Briefly describe any research projects you are working on or have worked on.
2. Do you plan to do research as part of your career?
3. What do you like to do for fun?
4. What are some of your hobbies and interests?
5. If you could only eat one food for the rest of your life, what would it be?

OTHER

1. Why did you chose Rocky Vista for your education?
2. Who is your role model and why?
3. What type of leadership qualities are important for this position?
4. What is one weakness or area for development for you?
5. Tell us about your hometown/college/medical school.

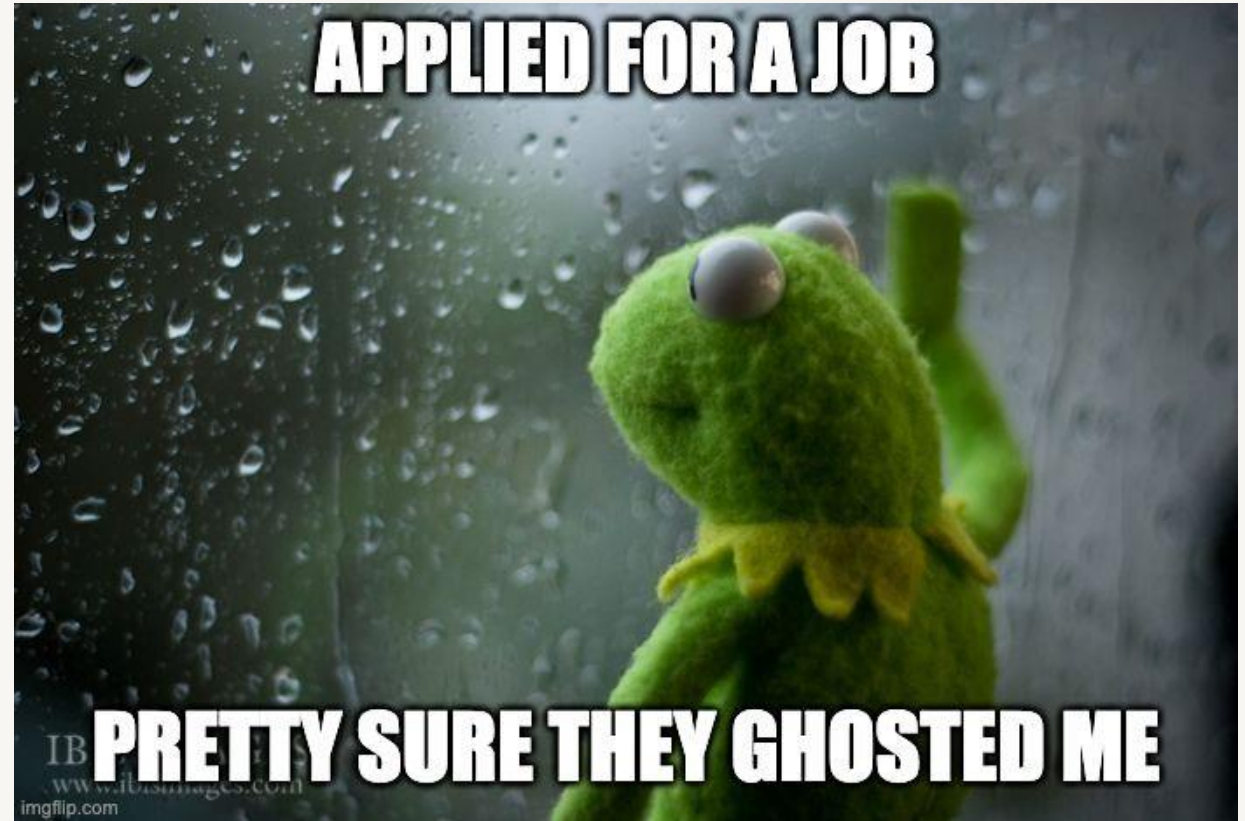
RESPOND IN THE CHAT



WHAT OTHER
QUESTIONS HAVE
YOU BEEN ASKED
IN INTERVIEWS?

After the Interview: What Now?

- Always follow-up with your interviewers
 - Try to personalize your email with a specific name
 - If you can't find a specific person, personalize to the department
- Be sure to ask for a decision date/time if it was not listed in the application
- Follow up if you haven't heard from your interviewer
 - *48 hours after agreed on decision date or one business week if no date/time listed*



HOW TO ROCK AN INTERVIEW

- **Plan** your first impression
- **Sell** yourself naturally
- **Prepare** speaking points—not a script
- **Avoid generic** answers
- **Know** the position, the company, and the mission
- **Show** enthusiasm
- **Don't overthink** your body language



"How to Rock an Interview" Pete Mockaitis of [How to Be Awesome at Your Job](#)

Resources for You

- Setting up mock interviews (in-person or on Zoom) with **CPD Team**
- **SOMA** Professional Development: "How to Prepare for Interviews"
- **AOA Students** "Preparing for Residency" (CV, personal statement, and interview resources)
- **AAMC Interview Resources**
- **American College of Physicians**, "Preparing for Interviews"
- **Osteopathic Professional Organizations'** Career Centers (e.g. ACOOG)
- **RVU LibGuide** Career & Professional Development



TIPS AND TRICKS

- Turn off self-view (on Zoom) if you're nervous. It can help to not continuously see yourself
- Take notes. This can help if you struggle with fidgeting or eye contact. Let the interviewer know you will be taking notes. This will allow you to go back and review the interview later or remind you of questions or clarification.
- Place sticky notes around your screen. Notes can be brief to remind you to slow down, breath, relax, smile, look at the camera, etc.
- Place the zoom video under the camera. This will help you look near the camera. You don't want the video on a separate screen than your camera.
- Practice in your space ahead of time. Some fidgeting can be hidden (such as bouncing legs or small fidgeting toys)
- Go on a walk, do a mindfulness or breathing exercise beforehand to help with nerves
- Avoid caffeine. This will amplify nerves or jitters.
- Find a nonmoving chair. You don't want one that spins or rocks, especially if you tend to move.
- Mental Health and Wellness Therapist can assist with interview prep

