

Job Interview Tips

In the days before your job interview, set aside time to do the following:

- 1. Start by researching the company and your interviewers:** Knowledge is power! Think about how impressed your interviewee will be that you took that time to learn about the organization. It shows initiative, how interested you are in the position, your organizational skills and what your follow through will be like if they hire you. Using the company's website, social media posts and recent press releases will provide a solid understanding of the company's goals and how your background makes you a great fit.
- 2. Reread the job description:** Familiarize yourself with what they are looking for. Think about examples from your past and current work that align with these requirements.
- 3. Arrive early** so you can have some time to check out the area and acclimate yourself to your surroundings. Prior to the interview, when applicable, ask to meet with a real estate agent for a community tour and to get an idea of the housing market.
- 4. Bring extra copies of your CV and a list of references:** Bring several clean copies of your CV to the interview. Also, bring a list of references with you.
- 5. First Impressions mean everything:** When interviewing you should always look professional. A suit and tie for the men. A conservative business suit or skirt for the women. Skirts should be no shorter than mid-thigh.
- 6. Often times we forget the simple things:** Smile, relax, be cordial and be confident in yourself and your abilities.
- 7. Communicate:** It's important to communicate back and forth. If you let them do all the talking, how will they get to know you? When you're interviewing, they are thinking ~ how will this person interact with patients/medical staff and colleagues? You need show them what you are like in the room with a patient or those around you.
- 8. Listen to what is being said:** Take notes. It memorializes what is said and reinforces to the other party that he or she will not be able to change a position later without being apparent and that you are interested.
- 9. Your goal is to get an offer:** Express your interest in the job. The employer is waiting for your acknowledgement of interest. If you are interested in the job, ASK FOR IT. Don't assume they can tell that you are interested. Ask them what is the next step?
- 10. Thank you** – Before leaving, ask for the business card or email address of those you have met with so that you can send them an email to thank them for their time and consideration.

Relax and be yourself!