



CHECKLIST:
PREP FOR A JOB INTERVIEW

Five simple steps to help you prepare for and deliver in
your interview

STEP 1: Study Yourself

- CHECK YOUR RESUME (TWICE)**
Go through each role and summarize what you did. Make sure to list your accomplishments and results.
- KNOW YOUR EXPERIENCE LIKE YOU KNOW YOUR COFFEE ORDER**
You shouldn't have to think about it, and you should know exactly how your skills relate to the job. Print the job description and write down how you're qualified for each task listed.
- GET READY TO ELEVATOR PITCH**
Run through your personal pitch, out loud.
- COMPLETE THE TABLE BELOW:**
Use the table below to identify answers to questions that are frequently asked in interviews.

My Key Strengths	1.
	2.
	3.
My Areas for Improvement	1.
	2.
	3.
How I Would Add Value	1.
	2.
	3.
Why I Want the Job	1.
	2.
	3.

STEP 2: Department & Organizational Research

- RESEARCH THE WHY**
Understand the department and how they impact the patient.
- AND THE WHAT**
Get to know the department and what they do.
- AND THE WHO**
Who are you interviewing with? Look them up on the company directory. What are their titles, etc.?
- GET TO KNOW YOUR INTERVIEW CONTACT**
Reach out to your recruiter and see if they can provide any insight into your interviewers. What do they look for in a candidate, is there anything you should be cognizant of, etc.?
- CONSIDER LINKEDIN**
Are your interviewers on LinkedIn? This may help you better understand their past experience and identify common connections.
- READ BETWEEN THE JOB DESCRIPTION LINES**
Check into the culture of the team. Reach out to fellow co-workers and connections. Can you get a brief understanding of what the culture is like and how they get work done?
- READ INTERNAL COMMUNICATIONS**
Check to see if there is any information about the team on *The Source*. Are there articles about the work they are doing, etc.?



STEP 3: Prepare Answers for the Most Common Questions

Typical Questions Asked in Interviews

- Tell me about yourself...
- Describe a challenge or conflict you've faced and how you dealt with it.
- How did you come across this role and why are you interested in it?
- What do you know about our department/organization and why do you want to work here?
- Why are you leaving your current role?
- Tell me about...
(Anything on your resume)
- Tell me about a time when...
(You accomplished something huge, you worked with a difficult person, you made a mistake and what you learned from it, you worked with a team, you solved a problem, etc.)
- What is your biggest strength/weakness?
- Where do you see yourself in the next [x] years?
- Why are you interested in this department or line of work?
- How do you evaluate success?
- What gets you out of bed every day?
- Do you have any questions for me?
(See column to the right)

Questions for Your Interviewer

Remember that the best questions are ones where you can't find the answers online. Your questions should show you are engaged, interested in the role/department, and have already done quite a bit of research.

1.

2.

3.

4. Example: What can I expect in terms of timing and next steps for the interview process?

OTHER RESOURCES: STAR Interviewing Method

One of the best ways you can answer questions is through the STAR Method. Answer questions in this way will help you piece together ideas and deliver a well thought-out, specific answer.

Situation

Describe the background, context and any other information needed for the interviewer to best understand the situation you were in. Describe the “where” and “when.” Be sure to include ONLY as much detail as necessary. Don’t overdo it.

Task

Based on the situation, what needed to be done and WHY? What task emerged that you were able to identify as the solution to the situation?

Action

Articulate the action you took. What did you actually do and HOW? What tools did you use and what specific steps did you take?

Result

What was the outcome? Explain the results. What was accomplished, what was solved, what positive outcomes took place as a result of your actions? What did you learn from the experience?



STEP 4: Prepare for Logistics

The Day Before the Interview...

KNOW THE TURF

- If in person, look up your driving route and figure out the parking situation. Know what room you need to be in and how to get there. Do you need to check-in with anyone once you arrive?
- If virtual, test your technology to ensure you have required software installed. Practice accessing prior to the interview. Test your microphone and audio. If any problems arise, reach out to your recruiter for help. This will ensure you join the meeting with as few technical difficulties as possible.

PICK YOUR INTERVIEW OUTFIT

Choose an outfit that matches the company culture and dress code, but also one that suits your personality. Be sure to wear comfortable clothing and shoes.

PREPARE IN ADVANCE

- Eat a light, healthy meal the day before and get a solid night's sleep (7-8 hours).
- Practice stepping through your experience related to the role.
- Anticipate commonly asked questions to assess your skills. Prepare relevant examples.

IF IN PERSON INTERVIEW, PACK BAG WITH:	IF VIRTUAL INTERVIEW:
<input type="checkbox"/> Copies of your resume	<input type="checkbox"/> Limit Distractions in the room
<input type="checkbox"/> Pen and paper preferably in a folder or padfolio	<input type="checkbox"/> Ensure your background is neutral where possible
<input type="checkbox"/> Water bottle	<input type="checkbox"/> Be in a well-lighted area. Consider adding lighting
<input type="checkbox"/> Copies of your portfolio (examples of work completed)	<input type="checkbox"/> Have pen and paper handy for note taking
<input type="checkbox"/> Notes and questions for your interviewers	<input type="checkbox"/> Set up close to your internet router to ensure strong connection

The Day Of the Interview...

BALANCE YOURSELF

Go for a walk, use the restroom, do a mirror check, and review prepared notes.

ARRIVE EARLY

If your interview is virtual, log into the system with enough time to manage unforeseen technical issues.

BUILD RAPPORT

Maintain eye contact (even when on a virtual interview), greet with a smile, use neutral topics for "small talk", and conduct yourself with professional body language.

IN CLOSING

Ask questions that will help clarify the position, organization, and next steps. Be sure to thank everyone for their time.

STEP 5: After the Interview

- SEND A THOUGHTFUL, PERSONALIZED THANK YOU NOTE**
Within 24 hours to each interviewer reiterating your interest and fit for the department and job.

- RECAP YOUR INTERVIEW**
Take notes on what you did well, what you wish you did differently, and your overall impressions.

- FOLLOW UP WITH YOUR RECRUITER**
Every 10 days to 2 weeks (unless given a different timeframe) to see where you stand.