

## THE INTERVIEW-DIFFERENT TYPES

There are many different types of interviews. Once you are selected for an interview, you may experience one or more of the following situations.

### Telephone Interview

Arrange for a quiet space and time to schedule the conversation. Clear a work surface to minimize distractions. Listen to the questions carefully before you answer. Since your voice is key, convey energy with inflection in your voice. Have a copy of your résumé nearby as a reference.

### Traditional Face-to-Face/ One on One Interview

Your focus should be on the person asking questions. Maintain eye contact, listen and respond once a question is asked. Establish rapport with the interviewer and show them your qualifications.

### Panel/Committee Interview

In this situation, there is more than one interviewer. Typically, three to ten members of a panel may conduct this part of the selection process. Remember to take your time responding to questions. Maintain eye contact with all panel members when responding.

### Group Interview

A group interview is usually designed to uncover the leadership potential of prospective managers and employees who will be dealing with customers. This is an informal, discussion type interview. A subject is introduced and the interviewer will start off the discussion. The goal of the interview is to see how you interact and how you use your knowledge and reasoning to influence others.

### Behavioral Interview

The basic premise behind this type of interview is that your past behavior is the best predictor of your future actions. These types of questions may be asked in any interview format. With a behavioral question, the interviewer is looking for results, not just an activity list. This type of question generally starts with the words "Give me an example when..." or "Tell me about a time when..."

### Case Interview

In some interviews you may be asked to demonstrate your problem-solving skills. The interviewer will outline a situation or provide you with a case study and ask you to formulate a plan that deals with the problem.

### Lunch/Dinner Interview

The same rules apply at a meal as those in an office. The setting may be more casual, but remember that it is a business meal and you are being watched carefully. Follow his/her lead in both selection of food and etiquette. Avoid messy foods and do not drink alcohol at any point in this part of the interview process.

## THE JOB INTERVIEW PROCESS

<p style="text-align: center;"><b>STEP ONE – PREPARE</b></p> <ul style="list-style-type: none"> <li>• Prepare all necessary documents needed: Application, Résumé, Cover Letter, references, etc...</li> <li>• Consider purchasing a leather portfolio to hold your documents and a pen and paper to record notes.</li> <li>• Plan your attire - First impressions are powerful.</li> <li>• Anticipate interview format - Ask questions beforehand.</li> </ul>	<p style="text-align: center;"><b>STEP TWO - RESEARCH THE SCHOOL AND PROGRAM</b></p> <ul style="list-style-type: none"> <li>• Learn as much about the school and program you are applying for before you go to the interview.</li> <li>• Visit the school's web site or read university literature.</li> <li>• Analyze the program and try to match your experiences, interests, and abilities to their requirements.</li> </ul>
<p style="text-align: center;"><b>STEP THREE - KNOW YOURSELF</b></p> <ul style="list-style-type: none"> <li>• Prepare to discuss your strengths, weaknesses, experiences, personal goals, and values.</li> <li>• Read the program description thoroughly, anticipating questions focused on your qualifications, their organization, and how the two fit together.</li> </ul>	<p style="text-align: center;"><b>STEP FOUR - MAKE A LIST OF QUESTIONS TO ASK THEM</b></p> <ul style="list-style-type: none"> <li>• The questions you ask will reveal much about your level of interest in the school, and your level of preparation.</li> <li>• Ask questions that demonstrate a genuine interest in the school and program. For example: <ul style="list-style-type: none"> <li>• What characteristics do you look for in a student?</li> <li>• What ways do you evaluate students in your program?</li> </ul> </li> </ul>
<p style="text-align: center;"><b>STEP FIVE - FOLLOW UP</b></p> <ul style="list-style-type: none"> <li>• Write a brief letter of thanks for the interview.</li> <li>• In the letter reiterate your interest in the program and briefly state why you are a good candidate.</li> </ul>	<p style="text-align: center;"><b>SUGGESTIONS FOR A BETTER INTERVIEW</b></p> <ul style="list-style-type: none"> <li>• Arrive early, and be polite</li> <li>• Be neatly groomed, display good hygiene</li> <li>• Make good eye contact</li> <li>• Demonstrate good posture</li> <li>• Speak with confidence</li> </ul>
<p><b>DO NOT</b></p> <ul style="list-style-type: none"> <li>• Arrive late without warning</li> <li>• Wear obnoxious attire</li> <li>• Avoid eye contact</li> <li>• Have a weak handshake</li> <li>• Speak too loudly or too softly</li> <li>• Make answers too lengthy or brief</li> </ul>	

## STAR METHOD FOR SELLING YOURSELF IN INTERVIEWS

An important part of your interview will involve answering questions posed by the interviewer. Your ability to clearly and concisely respond to questions in an informed manner that relates your background to the question posed will set you apart from others that stumble over questions.

The STAR method simply provides a logical approach to answering any question by providing a guided approach to using one of your past successes in responding to the question.

The four steps are:

1. S = Situation (Describe the situation: general/specific)
2. T = Task/ Technique (What approach did you use?)
3. A = Action (What action did you take?)
4. R = Result (What was the result of your action?)

REMEMBER TO KEEP IT POSITIVE!



## SAMPLE INTERVIEW QUESTIONS

1. Tell me about yourself.
2. Tell me why you're interested in medicine. Both, what inspired this interest and also what you've done to investigate the field and confirm your decision.
3. What experiences do you have in a medical or clinical setting?
4. What aspects of your life and experiences do you think make you a good candidate for our school?
5. From what you understand about our program, what do you think will be the biggest challenge for you?
6. What hesitations or reservations do you have about joining the medical profession?
7. Tell me about an experience you've had working on a team. What role do you tend to play?
8. Tell me about a mistake you've made (Be sure to explain what you learned from this mistake).
9. How do you deal with stress?
10. What has been your most rewarding experience working with others?
11. What do you think is the most pressing issue in healthcare today?
12. Why did you choose your major? How has it prepared you for a career in medicine?
13. What was your favorite class and why?
14. Discuss a book that you've recently read for pleasure. Why did this book interest you?
15. How do you spend your free time?
16. What do you consider to be your strengths and your shortcomings?
17. There are 1,000 applicants as qualified as you, why should we select you for our class?
18. Do you have specific goals in medicine? Where do you see yourself in 5-10 years?
19. What will you do if you don't get into medical school?
20. Do you have any questions for us?

## INTERVIEW STORIES GRID

	Problem Solving	Conflict Resolution	Flexibility Adaptability	Time Management
<b>Self</b>				
<b>Peers</b>				
<b>Supervisors</b>				
<b>Employees</b>				
<b>Mentorship</b>				

# Interview Attire Chart: Gents

**Hair:** Keep your hair out of your face and keep it natural, no crazy amount of gel.

**Shirt:** Make sure that your shirt is wrinkle-free. The color you choose to wear should go along with what job you are applying for.

**Tie:** Your tie should match your shirt and should not attract too much attention.

**Slacks:** Wear a neutral pair of slacks. Black should be your go-to color.

**Shoes:** Choose dress shoes that match your pants.



# Interview Attire Chart: Ladies

**Hair:** Short hair can be left neatly parted, longer hair should be picked up and removed from the face but can be used to frame the face.

**Blouse:** Blouses should hug your torso but allow you to breathe.

**Skirt:** Skirts should never fall above the knee, choose a neutral color.

**Pants:** Pants should be loose enough to not impair your walking and should also be chosen in a neutral color.

**Shoes:** Shoes should compliment the color of your pants or skirt. The heel should not exceed 2 inches.

