

Interviewing Tips: Putting Your Best Foot Forward

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OBJECTIVES

- Explain the current trends used in writing a professional resume.
- Describe at least three positive and three negative personality traits and describe how to emphasize/de-emphasize these during an interview.
- List professional behaviors that RC managers are looking for in potential applicants.

What Employers Want

CORE COMPETENCY

- A core competency is fundamental knowledge, ability, or expertise in a specific subject area or skill set. The *core* part of the term indicates that the individual has a strong basis from which to gain the additional competence to do a specific job or that a company has a strong basis from which to develop additional products.

RC CORE COMPETENCIES

- KNOWLEDGE-BASED?
 -
- SKILL-BASED?
 -
- ATTITUDE-BASED?

Example

1. Demonstrating effective verbal and non-verbal communication (including facilitation of alternative mechanisms of communication);
2. obtaining consent for a test or procedure;
3. collecting information about the environment (including safety and equipment);
4. assessing information collected;
5. setting up equipment (including flowmeters, pressure reducing valves, regulators, blenders, oximeters, manual ventilator);
6. performing a patient assessment (including assessing vital signs, air entry, level of consciousness);
7. administering a therapeutic modality or demonstrating a procedure (including insertion and/or management of adult oropharyngeal airways, administration of medical gases, aerosols or humidity, and manual ventilation); and
8. performing cardiopulmonary resuscitation (including the management of obstructed airways).

THE JOB SEARCH

- Where to look
 - Clinical Rotations
 - Peers
 - Newspaper Ads
 - Internet
 - Recruiter
- Cold Calls

THE RESUME

- BE BRIEF
- BE PROFESSIONAL
 - Presentation
 - Delivery
- EMPHASIZE CORE COMPETENCIES
 - Skills
 - Training
 - Experience
 - Successes

The Interview

- You are driving along in your car on a wild, stormy night and it's raining heavily. You pass by a bus stop, and you see three people waiting for a bus:
 - An old lady who looks like she is about to die.
 - An old friend who once saved your life.
 - The perfect partner you have been dreaming about.
- Which one would you choose to offer a ride to, knowing you can only fit one passenger in your car?
- ANSWER: “I would give the car keys to my old friend and let him take the lady to the hospital. I would stay behind and wait for the bus with the partner of my dreams.

THE INTERVIEW: PART I – Preliminary Issues

- Do your homework.
 - Know the hospital/system
 - Find out about the interviewer(s)
- Rehearse
 - Facial Expressions
 - 60 Second Personal Statement
 - Practice Questions (Gee, what would they ask me?)
 - Body Language
 - 4-5 Questions back
- Catalog Your Skills (Resume)

THE INTERVIEW: PART I – Preliminary Issues

- The Dress
 - Conservative
 - Professional
 - “Ready and Enthusiastic”
- Timing
 - Allow extra time. Know where you are going.
 - “The Handwash”

THE INTERVIEW: PART II – The Interview

- Greeting
- Be Polite
- Be Confident, but not Cocky
- Focus on your strengths
 - Fact Sheet/Resume
- Put yourself in the interviewer's shoes
- Prepare some questions back.
- Watch for Non-Verbals
- LISTEN/Don't Talk too much

THE INTERVIEW: PART II – The Interview (cont.)

- Don't be too familiar
- Eye Contact
- Voice Tone and Volume
- Use appropriate language
- Take your time answering questions
- Don't appear desperate.
- Money
- RELAX

“REMEMBER, IN THIS
COUNTRY THEY CAN'T
SKIN YOU AND THEY CAN'T
EAT YOU – SO RELAX”

Hedtec

TOP 11 INTERVIEW QUESTIONS

- Tell me about yourself?
- What Are Your Weaknesses?
- Why Should We Hire You?
- Why Do You Want to Work Here?
- What Are Your Goals?
- Why Did You Leave (Are You Leaving) Your Job?
- When Were You Most Satisfied in Your Job?
- What Can You Do for Us That Other Candidates Can't?
- What Are Three Positive Things Your Last Boss Would Say About You?
- What Salary Are You Seeking?
- If You Were an Animal, Which One Would You Want to Be?

THE BEHAVIORAL INTERVIEW

- Questions designed to elicit personal recollection of how you handled a situation or problem in the past.
- VERY EFFECTIVE
- “Tell me about a time...” or “Can you give me an example” – Success Stories
- “Tell a Story” (PAR)
 - Beginning – Why you did it (Problem)
 - Middle – How you did it (Action)
 - End – What was the outcome/result (Result)

REFERENCES

- Ask first
- Be careful

AFTER THE INTERVIEW

- ASAP - Write down your thoughts and feelings
- Later, review what you wrote and do an assessment
- Follow-up letter
- Practice for next time (even if you get the job)

INTERVIEW vs. DATE

- First Impressions/Chemistry
- Getting to Know Each Other period (Validation Period)
- Past Experiences (The horror stories)
- Questioning Period (“Do you have any questions?”)
- Warning Signs (Bad Experiences)
- Meeting the Family (The Tour)
- The Competition
- The Commitment