

# Interviewing Tips: Putting Your Best Foot Forward

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People who don't take risks generally make about two big mistakes a year.

People who do take risks generally make about two big mistakes a year.

PETER DRUCKER

# Biggest Blunders?

- William Orton, President of Western Union
- John & Forrest Mars
- The 12 publishers who turned down J.K. Rowling
- Tim Patterson, Seattle Computer Products
- Dick Rowe, Executive Decca Records

# 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: 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 even if you have a job – Keep in practice.

# INTERVIEW vs. DATE

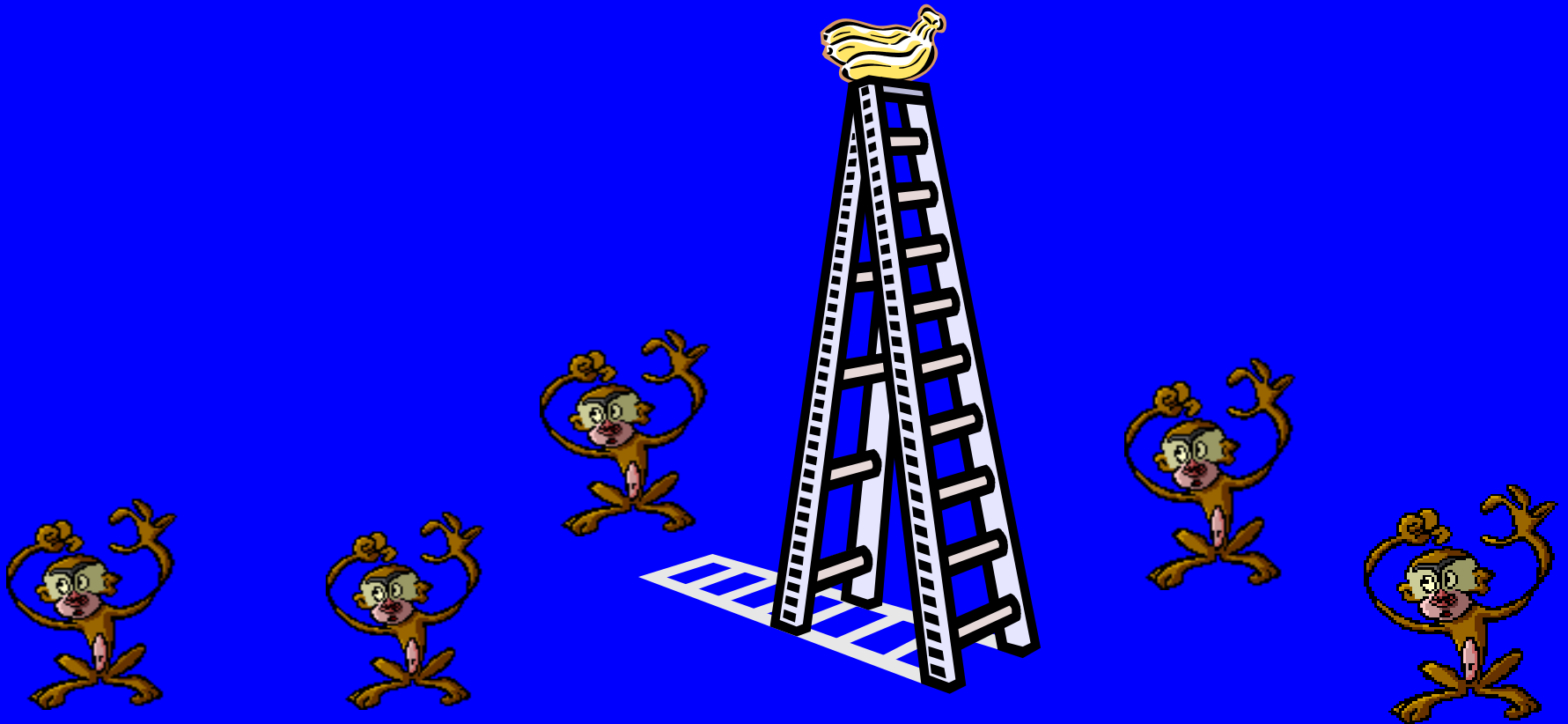
- First Impressions/Chemistry
- Getting to Know Each Other period (Validation Period)
- Past Experiences (The horror stories)
- Questioning Period (“Do you have any questions?”)
- Warning Signs (Bad Experiences)
- Meeting the Family (The Tour)
- The Competition
- The Commitment

# Paradigm Shift

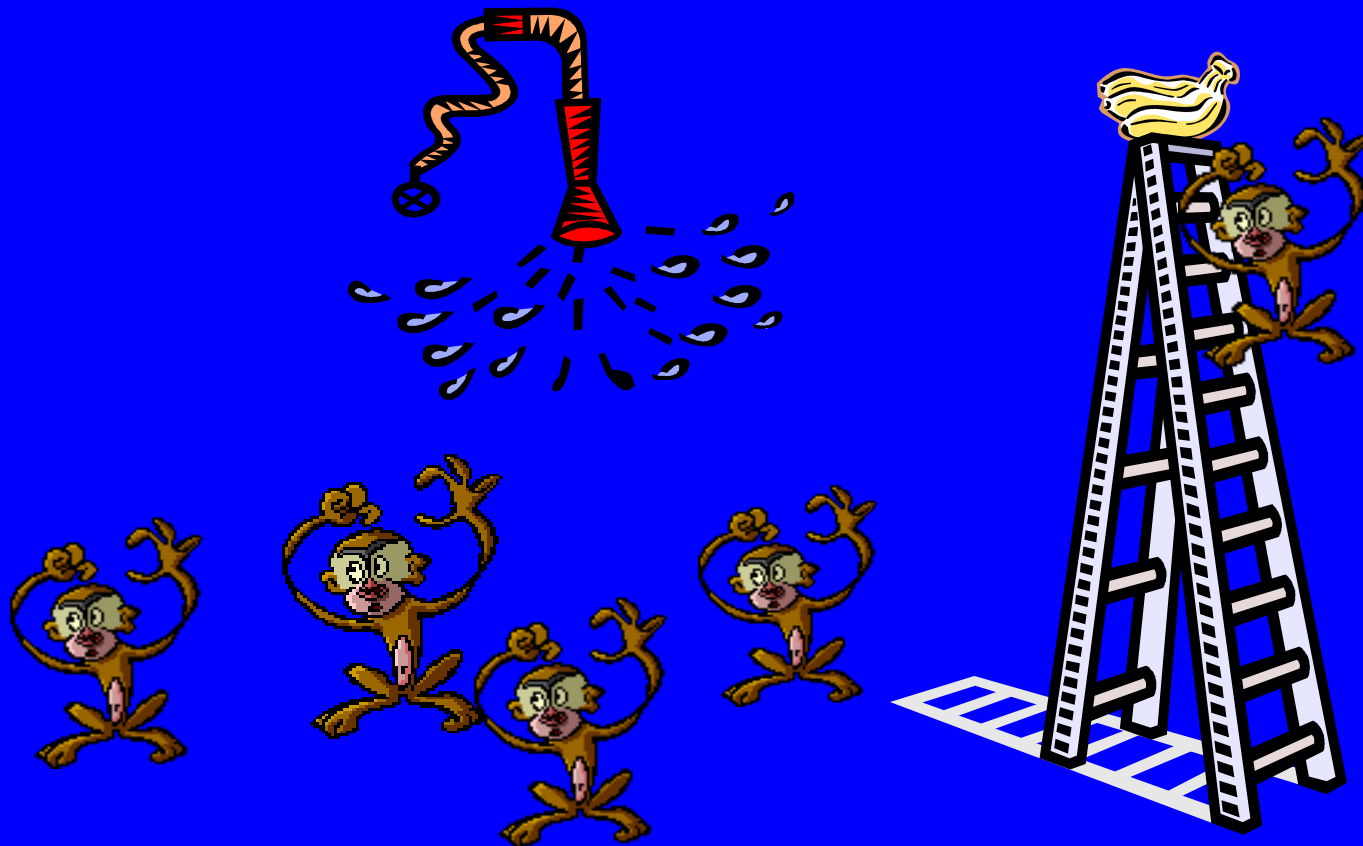


How Is A  
Paradigm  
Formed?

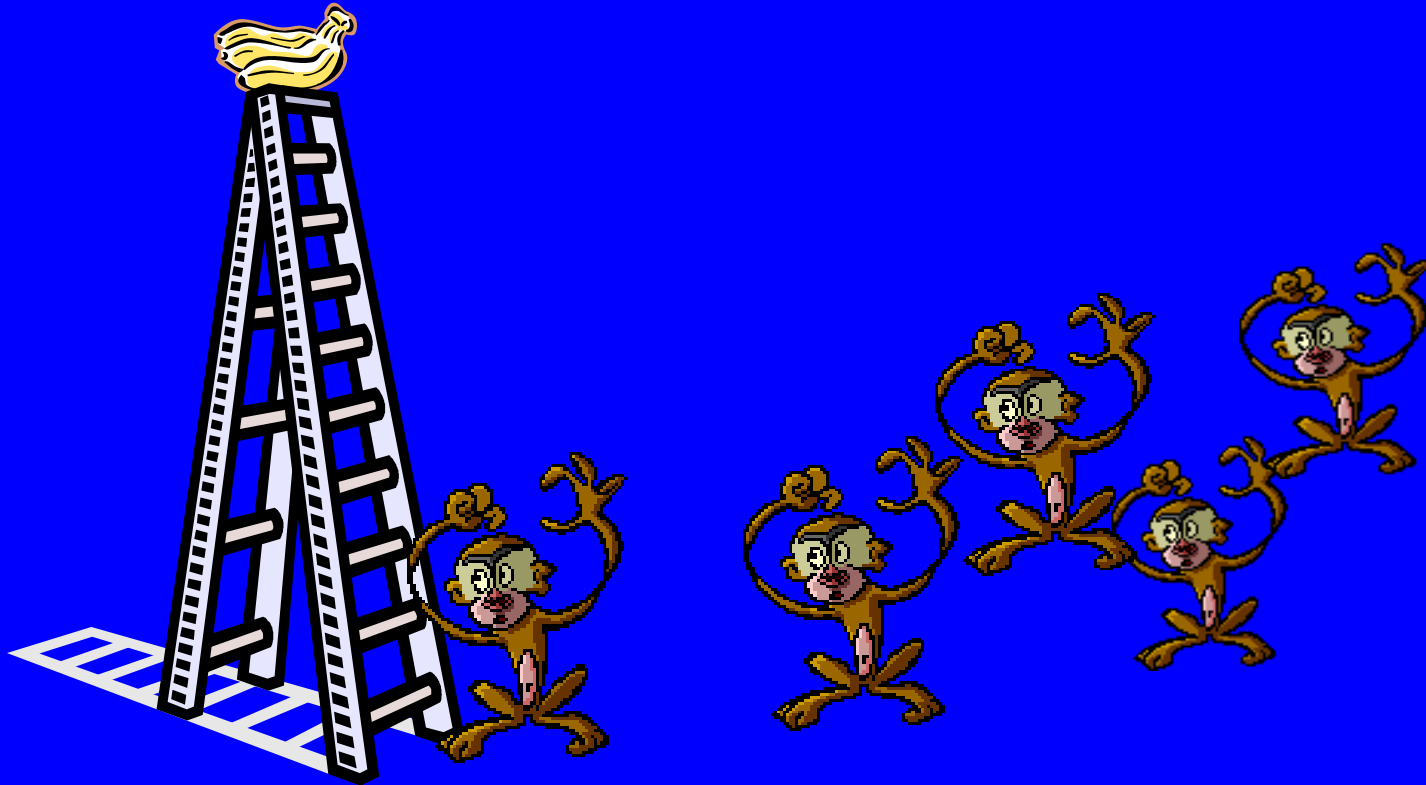
A group of scientists placed 5 monkeys in a cage and in the middle, a ladder with bananas on the top.



Every time a monkey went up the ladder, the scientists soaked the rest of the monkeys with cold water.

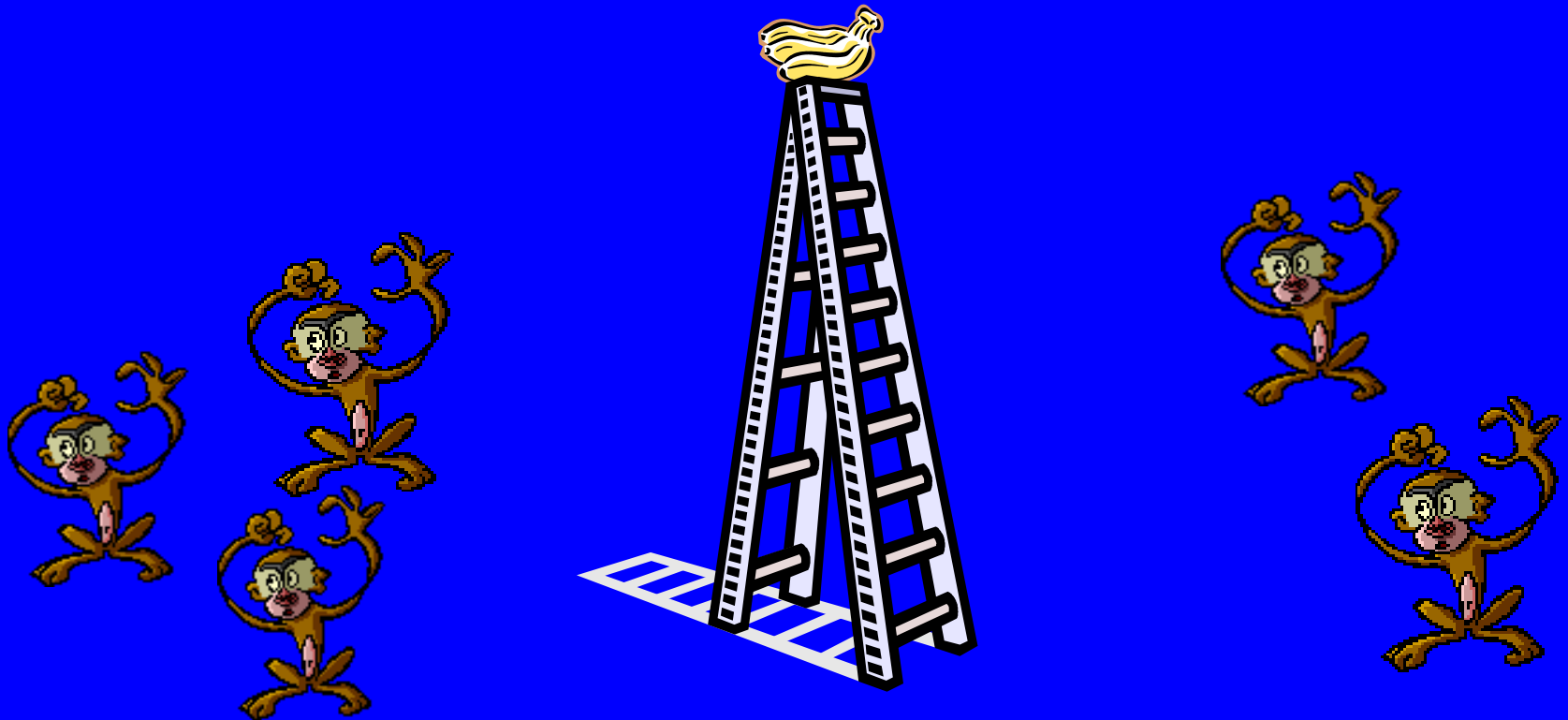


After a while, every time a monkey went up the ladder, the others beat up the one on the ladder.





After some time, no monkey dare to go up the ladder regardless of the temptation.

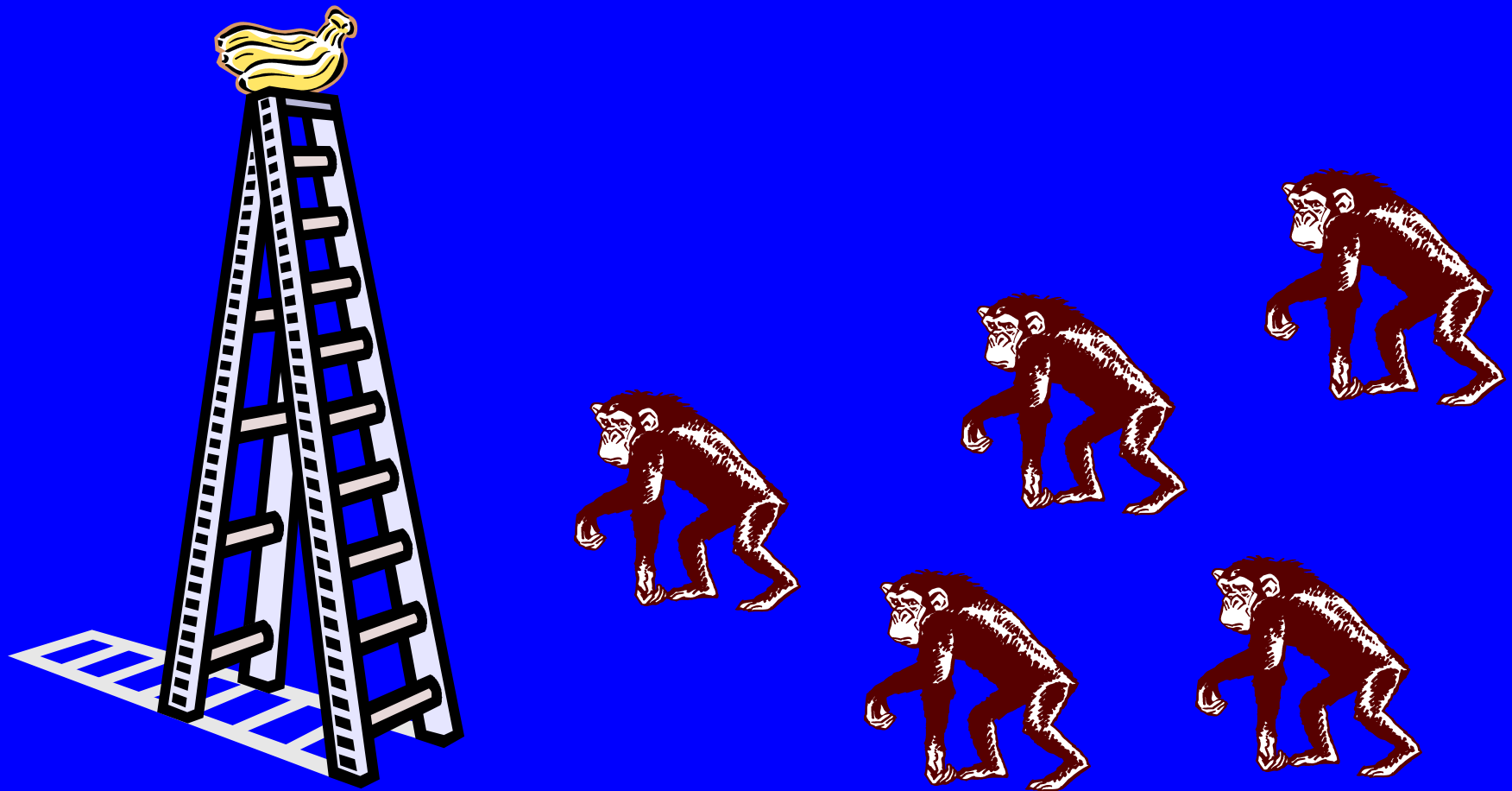


Scientists then decided to substitute one of the monkeys.  
The 1<sup>st</sup> thing this new monkey did was to go up the ladder.  
Immediately the other monkeys beat him up.

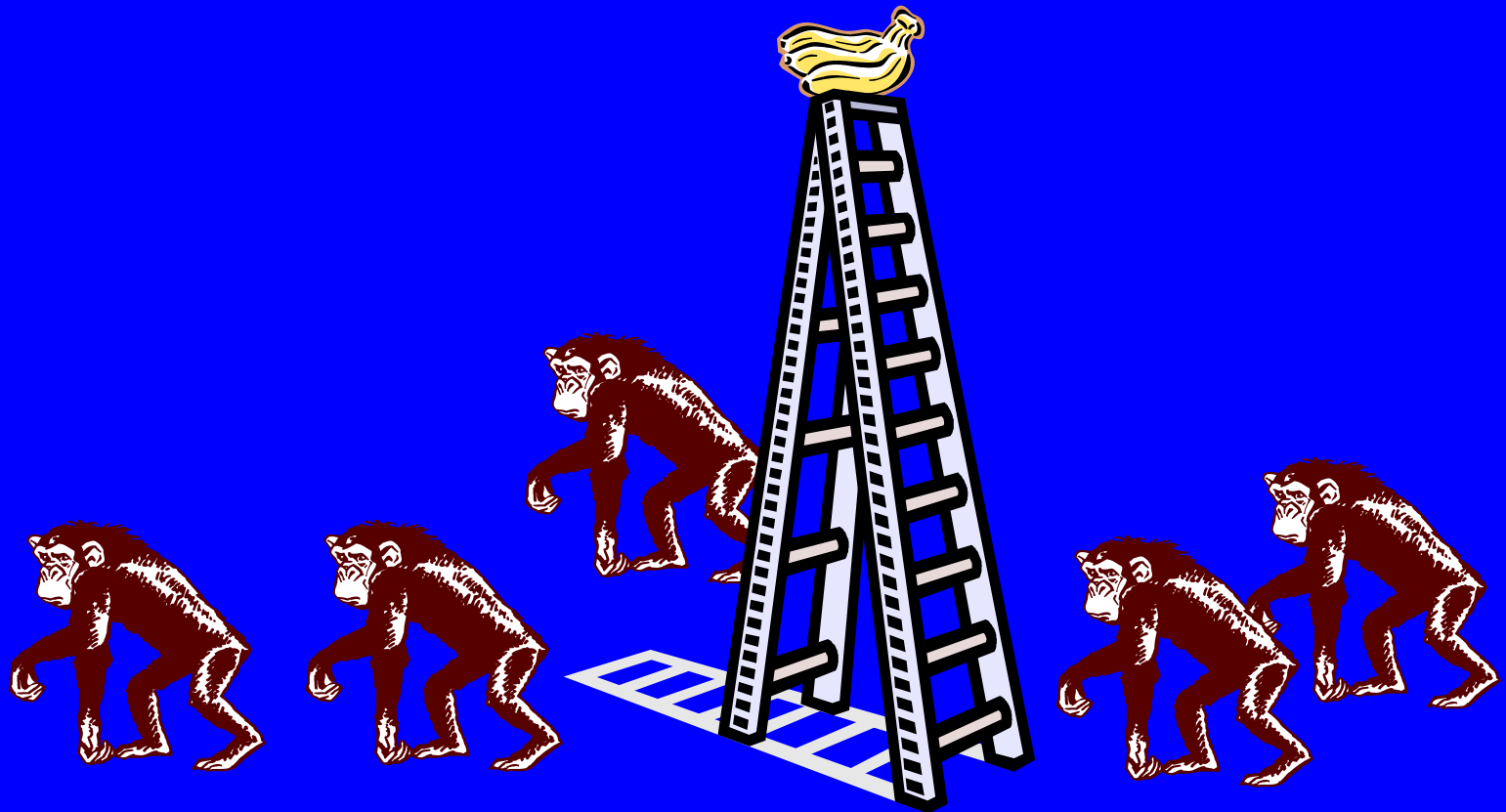
After several beatings, the  
new member learned not to  
climb the ladder even  
though never knew why.



A 2<sup>nd</sup> monkey was substituted and the same occurred. The 1<sup>st</sup> monkey participated on the beating for the 2<sup>nd</sup> monkey. A 3<sup>rd</sup> monkey was changed and the same was repeated (beating). The 4<sup>th</sup> was substituted and the beating was repeated and finally the 5<sup>th</sup> monkey was replaced.



What was left was a group of 5 monkeys that even though never received a cold shower, continued to beat up any monkey who attempted to climb the ladder.

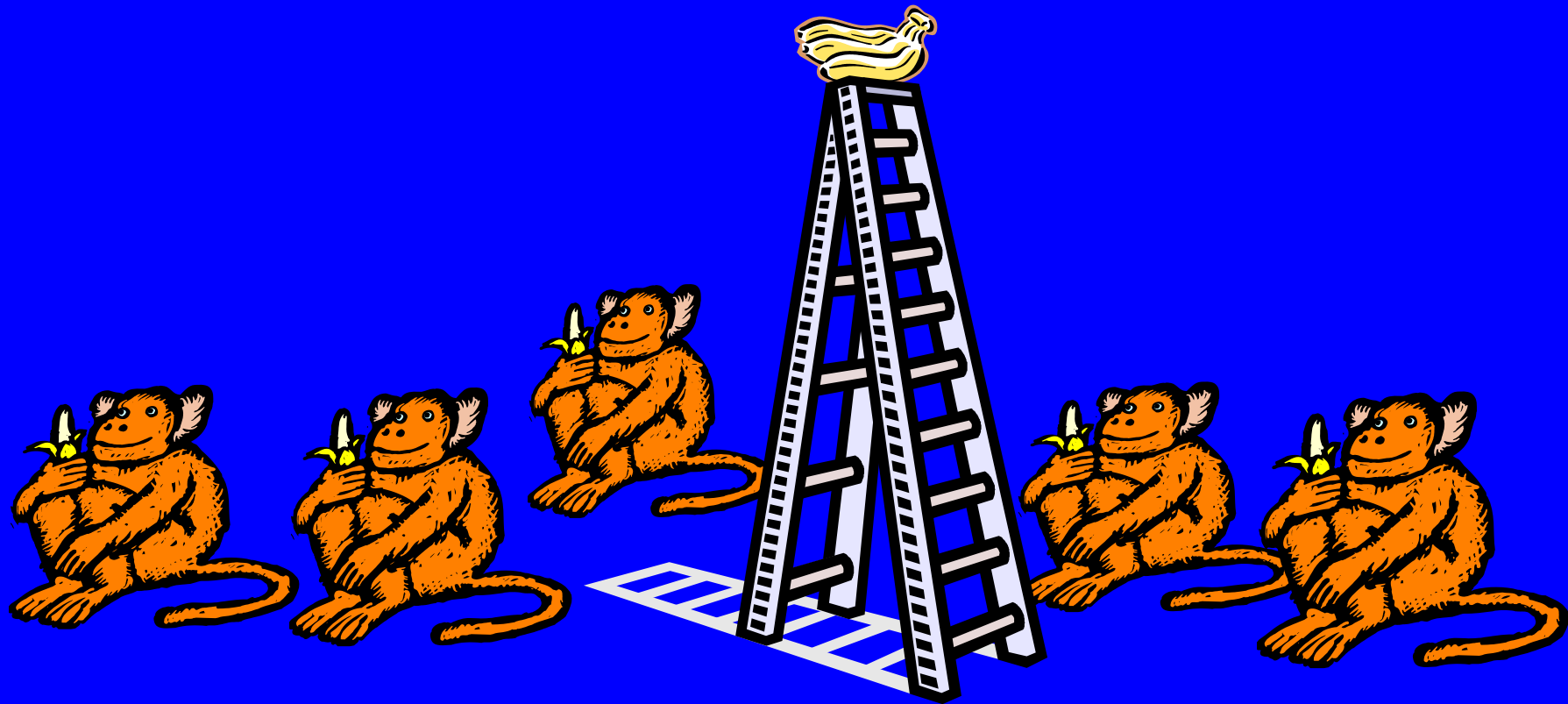


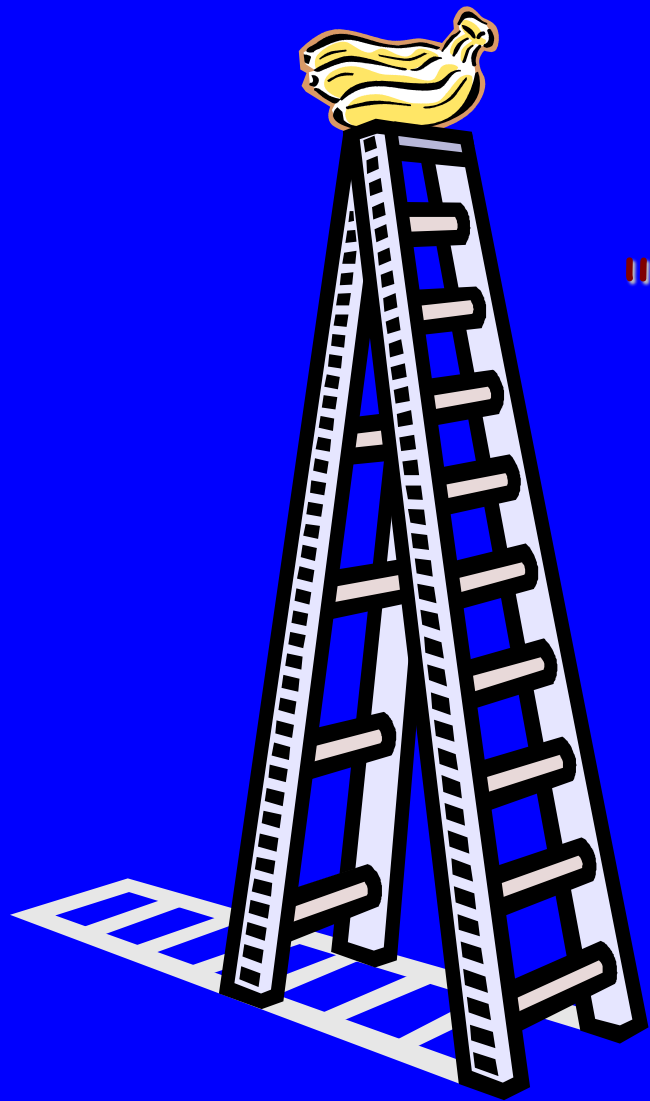
If it was possible to ask the monkeys why they would beat up all those who attempted to go up the ladder.....

I bet you the answer would be....

“I don't know - that's how things are done around here”

Does it sounds familiar?





"Only two things are infinite: The universe and human stupidity. And I am not so sure about the former."

Albert Einstein