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