

## Top 10 Interviewing Tips

An interview is your opportunity to showcase your skills, work experience, and educational achievements. It's your moment to demonstrate how you stand above the competition.

### Before the Interview

- Research the organization, surrounding community, and the region to assess whether it's a good match for you.
- Make sure you understand the organization's patient population and the health care challenges they face.
- Determine if the organization has received any special recognition for their achievements and gather some statistics about the site.

### During the Interview

- Maintain composure, good eye contact, and confidence. The more you prepare **before** the interview, the easier it is to be relaxed **during** the interview.
- Your resume/CV gives only a snapshot of your experiences and achievements. Use the interview to showcase who you are and what you do.
- Be positive about your experiences and use clear and concise examples when responding to questions.
- Ask questions! An interview is a two-way conversation, and it's important to have some questions prepared in advance so that you can hear, first-hand, about what the organization has to offer, including its challenges.

### After the Interview

- Determine if the site, its patient population, and its mission are truly a good match for you as a practitioner and assess whether or not the surrounding community is a good fit for you as a potential resident.
- Send a handwritten "Thank You" note, or e-mail, to the appropriate site contact within a 72-hour period.
- Keep your NHSC Regional Advisor abreast of your interview activities.

**In addition to basic questions about salary and benefits, ask questions that will help illustrate what it might be like for you to work at the site.**

NHSC site administrators, and providers, suggest the following:

- What are the site's expectations?
- Does your site use electronic health records?
- Can you describe your patient population?
- Can you describe the clinical practice model(s) used?
- How many patients would I be expected to see (daily, annually)?
- What is the provider-to-support staff ratio?
- Are there productivity, or pay-for-performance, incentives?
- What are my expected work hours?
- Will I have hospital privileges?
- Does the site have an "Orientation Manual" or "Employee Handbook?"
- Are there mentoring opportunities?
- What pathways are available to develop my leadership skills?
- What opportunities are available for me to teach and will the organization allow time for that?
- Are providers reimbursed for CME credits?
- Do you provide medical education debt assistance (opportunities for loan repayment)?
- Do you provide relocation expenses?
- What community resources are available here (e.g., primary and secondary schools, housing, supermarkets, airports, parks, public transportation, movie theatres, etc.)?
- Does this organization promote work/life balance?



*The Top 10 Interviewing Tips were created by Senior Human Resources (HR) professional Marge Schaeffer. This former HR Director has 20 years of field experience, including seven years as an HR generalist at a large teaching hospital.*