


**INTERVIEWING
TECHNIQUES**

AND SOME HELPFUL TIPS FOR SURVIVAL

MATTHEW RADEL, PA-C MPAS

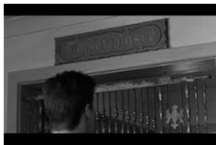


Objectives

- ◆ Determine preparation techniques applicable to your interview
- ◆ Establish likely interview question you may be asked
- ◆ Identify strong interviewing techniques and how to follow up

**Before the Interview Tips:
NOSCE TE IPSUM**

- ◆ PRACTICE, PRACTICE, PRACTICE
- ◆ KNOW YOUR CV, Experiences, Papers
- ◆ TEMET NOSCE...KNOW THYSELF
 - ◆ How, what...WHY?
 - ◆ Experiences that have prepared you
 - ◆ Training necessary to achieve your goal



YOUR PREP



1. Sleep
2. Exercise
3. Good Meal
4. Some Laughter
5. **POWER POSING!**



<https://www.youtube.com/watch?reload=9&v=Ks-Mh1QhMc>

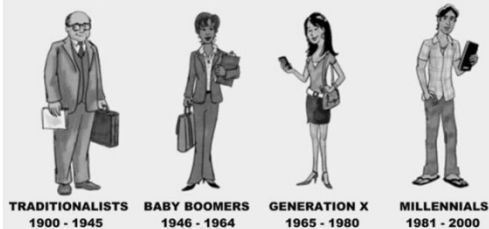
Before the Interview Tips: KNOW YOUR OPPONENT



- ◆ Know where you are going, how long it takes to get there
- ◆ Learn of your environment:
 - ◆ Seasons, Weather
 - ◆ Sports, The Arts, Festivals
 - ◆ Popular activities, History
- ◆ Learn mission, growth, development of the organization
- ◆ Know what they are looking for in a candidate

The Playing Field

Four Generations at Work



Communication Style Matters

Characteristics	Milennials (1981-1996)	Baby Boomers (1946-1964)	Generation X (1965-1980)	Generation Y (1981-1996)	Generation Z (Born after 1996)
Formative experiences	Socialist idealism Rising Fusion of mass Economic Diverse gender roles— particularly for women	Civil War Post-war boom "Swinging Sixties" Space Man landing "Youth culture" Kennedy's Family-oriented Rise of television	End of Civil War Fall of Berlin Wall Reagan / Clinton "Teacher" LSD Anti-Aid Introduction of Aids Early mobile technology Labor unions rising levels of divorce	9/11 terrorist attacks Recession Social media Rise of the Reality TV Costly tuition College Casual work	Recession, stimulus College tuition College focus Mobile devices Energy crisis Aid Social media Product own media Cloud computing Web 2.0
"Percentage in U.K. workforce"	3%	33%	35%	29%	Currently employed in either part-time jobs or new apprenticeships
Aspiration	Home ownership	Job security	Work-life balance	Freedom and flexibility	Security and stability
Attitude toward technology	Largely disengaged	Early information technology (IT) adopters	Digital immigrants	Digital Natives	"Technosceptic"—wary, dependent on IT, limited grasp of alternatives
Attitude toward career	Jobs are for life	Organizational—careers are defined by employers	Early "portfolio" careers—loyal to profession, not necessarily to employer	Digital entrepreneurs—work "with" organisations not "for"	Career multipsters—will move between organisations and "start-up" business
Signature product	Automobile	Television	Personal Computer	Tablet/Smart Phone	Google glass, graphene, 3-D printing, driverless cars
Communication media	Formal letter	Telephone	E-mail and text message	Text or social media	Hand held or integrated into clothing communication devices
Communication preference	Face-to-face	Face-to-face ideally, but telephone or e-mail if required	Text messaging or e-mail	Online and mobile (text messaging)	Remote
Preference when making financial decisions	Face-to-face meetings	Face-to-face ideally, but, increasingly, will go online	Online—would prefer face-to-face if time permitting	Face-to-face	Solutions will be digitally crowd-sourced

During The Interview

- ◆ Breathe! Relax!
 - ◆ Remember they are trying you on
 - ◆ Remember you trying them on!
- ◆ Be on time or, better yet, Early
- ◆ Handshake: Strong, firm, no wet hands if you can help it
- ◆ Attitude: Positive Vibes are Good
- ◆ Body Language: Good posture, Good eye contact, relaxed
 - ◆ Poised and Confident

What will They ask?!

- ◆ Why...
 - ◆ This? The answer is not "I want to help people"
 - ◆ Here? The answer is not "You have parking"
 - ◆ Now? The answer is not "My parents are making me"
- ◆ Strengths and Areas of Improvement?
 - ◆ Often will be asked for more than one of each
- ◆ Major Conflict, Deal With Conflict?
 - ◆ Give actual examples if asked

You Need to be F.A.T.

- ◆ FAITHFUL
 - ◆ Your CV should help to convey this
 - ◆ Show your dedication
- ◆ AVAILABLE
 - ◆ Your schedule is open
 - ◆ Don't limit yourself
- ◆ TEACHABLE
 - ◆ Show you can withstand instruction/correction and learn from it

Interviewers Actions

- ◆ They will likely take notes while you talk
 - it's okay
- ◆ They may look bored or preoccupied
 - it's okay
- ◆ They may leave to take a page
 - it's okay
- ◆ They may not know your name at the beginning of the interview
 - it's okay

What should You ask?

- ◆ Clinic-focused questions/Organization Specific Questions
- ◆ Accreditation status
- ◆ Areas of specialty or strengths
- ◆ What are your greatest challenges? Accomplishments?
- ◆ Where do you see the company in 5 years?
 - ◆ How do I fit into that vision in 5 years? 10 years?
- ◆ Nothing Obvious: "where is the facility or clinic located?" or "what is your name?"

“Black Suit or Grey Suit?”

◆ WHAT TO WEAR

- ◆ Professional Dress
- ◆ Overdressed is better
- ◆ Conservative colors, crisp, clean
- ◆ “See what they wear and dress a level up”
- ◆ You will likely be warm
- ◆ You have to Be Comfortable (especially shoes)
- ◆ Gentlemen: Zip your zipper - Tie your Tie
- ◆ Women: If don't want elevators, then don't dress the part (men too!)
- ◆ Confidence is the key – your clothing is an extension of that



What Not to Wear

- ◆ Busy clothing (conflicting patterns)
- ◆ Too casual
 - ◆ Running or skate shoes
 - ◆ T-shirt or sweater
 - ◆ Jeans...even if they are black
- ◆ Warm clothing or too many layers
- ◆ Too Tight-fitting clothing



REMEMBER!!!!

- ◆ YOUR ARE SELLING YOUR ABILITIES
- ◆ THESE ARE PEOPLE!
 - ◆ <https://www.youtube.com/watch?v=litXW91UauE>
- ◆ THEY MAKE DECISIONS OFF OF IMPULSE/FEELINGS!
- ◆ EVERYONE YOU ENCOUNTER IS AN INTERVIEWER
- ◆ YOUR NOT DONE UNTIL YOU SEND THE THANK YOU
- ◆ YOUR ULTIMATE GOAL:



MAKE THEM SEE THAT THEY WOULD BE BETTER OFF WITH YOU THAN WITHOUT YOU!

How to speak well

- ◆ Listen...
- ◆ Respond to the person who asked the question and include the other interviewer later
- ◆ Head Tilt 10-15 degrees
- ◆ Thoughtful responses are worth it
- ◆ Enunciate
- ◆ Follow interviewer's tempo (Slower is better)
- ◆ The Pregnant Pause

More speaking tips

- ◆ Confirm their question... aka paraphrase
- ◆ Okay to say "I don't know" or "I'm not sure yet"
- ◆ Get to the point promptly via an organized path
- ◆ Focus on the intent of the question--Answer the question
- ◆ Don't contradict anything on your CV or in previous answers/discussion

What to bring with you

- ◆ Directions to get there, names of people you may be meeting
- ◆ Extra copies of CV
- ◆ Something to write with
- ◆ Portfolio or folder
- ◆ Business cards if you have them
- ◆ Thank you cards
- ◆ Purse vs. Murse
- ◆ Messenger Bag
- ◆ Portfolio Binder
- ◆ Briefcase
- ◆ Protein Bar
- ◆ Water

After the interview

- ◆ Thank the interviewer(s) for their time
- ◆ Note interviewer(s) name(s)
- ◆ Be aware of your surroundings
- ◆ **Hand-written Thank You**
- ◆ Learning Experience: evaluate yourself
- ◆ Keep track of who you met and when
- ◆ Update your professional portfolio

THANK YOU!

QUESTIONS?

*Matthew Radel PA-C, MPAS
mcradel@gmail.com*
