

## Preparing you for the interview.

*Although much of this may serve as a review and common knowledge, these are constantly things that are forgotten.*

### 1. Preparing Yourself for the Interview

Before you walk into any interview, you should know everything about both the company and the position for which you're interviewing. In today's world of mass communication, there's no excuse for lack of research. Your recruiter will be able to brief you on the company, but you may want to search the web or the library for additional information. After you've studied the company, write down a list of questions to ask the employer. For example:

- Why is this position available?
- What training programs will be offered to the person in this position?
- What are your goals for this position?
- What obstacles must be overcome for the person in this position to succeed?
- How will my performance be evaluated?
- What opportunities are there for growth over the next 12 months? In the next five years?
- What growth do you anticipate for your firm over the next 12 months?

### 2. Questions to Expect During the Interview

No one can predict the exact questions that an interviewer will ask, but your recruiter should be able to give you a good idea of the hiring authority's personality, his or her typical interview demeanor, and a few important questions that the employer is likely to ask. To prepare, think about how you would answer the following questions:

- "Tell me about yourself." Keep your answer in the professional realm only. Review your past positions, your education and any other strengths that pertain to the job.
- "What do you know about our organization?" If you've done your research correctly, you should have no problem answering this one. Be positive.
- "Why are you interested in this position?" Relate how you feel your qualifications really match the requirements of the job. Also, express your desire to work for that company.
- "What have been your most significant career accomplishments to date?" Select some recent accomplishments that relate to this position and its requirements.
- "Describe a situation in which your work was criticized." Focus on how you solved the situation, and let the interviewer know how you became a better person because of it.
- "How would you describe your personality?"
- "How do you perform under pressure?"
- "What have you done to improve yourself over the past year?"
- "What did you like least about your last position?"
- "Why are you leaving your present company?"
- "What is your ideal working environment?"
- "How would your co-workers describe you?"
- "What do you think of your boss?"
- "Have you ever fired anyone? What was the situation, and how did you handle it?"
- "Are you creative?"
- "What are your goals in your career?"
- "Where do you see yourself in two years?"
- "Why should we hire you?"
- "What kind of salary are you looking for?"
- "What other types of jobs/companies are you considering?"

### 3. Do's and Don'ts of Interviewing

Do...

- Arrive 10 minutes early. Late attendance is never excusable.
- Clarify questions. Be sure you answered the questions the employer really asked.
- Get the interviewer to describe the position and responsibilities early in the conversation so you can relate your skills and your background to the position throughout the interview.
- Discuss your qualifications. Stress the accomplishments that are most pertinent to the job.

## 8-Point Prep – For Interviews

- Throughout your conversations make sure that you build rapport with the person you are talking with. You are interviewing because you have the capabilities to do this job, you will move to a next step because they like you.
- Your goal throughout this meeting is to get them to want to move forward with you.
- To do this – it is my recommendation to sell them BEFORE you begin to screen them.
- Ask questions and know that if the person you are interviewing with talks more than you do, you have done well.

Point 1: I have my perception of what a (position) does, but in order to make sure I'm on your wave length, from your viewpoint, what are the primary duties and responsibilities of this position.

(And then: based on their responses, you want to cite specific examples of things you have done in your past that show them that you have successfully done what they are looking for this new position to do.)

Point 2: What will be my #1 priority? (And again, here is what I have done in this area.)

Point 3: A: What will be my first project and/or production goals (What are your expectations for this position)?

B: What obstacles would prevent me from reaching/attaining this goal?

Point 4: Think about this or write it down on a separate sheet of paper, write down your short and long term goals. This might include the type of people you want to work with, where you want to be etc. With this in mind, ask the following question:

If I perform beyond your expectations, where can I advance within this company? (Compare their answer with your goals.)

Point 5: Write up 10-15 questions that will allow you to determine if you want this position. (No compensation or benefit questions!)

Point 6: Avoid Money! (If asked, you want as much as the position pays.)

Point 7: Ask: Do I have the qualifications to do the job, in your opinion?

A: You want the opportunity to overcome objections that may be misunderstandings.

B: If there are no issues/concerns, find out what the next step in the process will be.

Point 8: A: Try not to answer a question without asking one first.

B: Call me immediately after your meeting. I will have an appointment scheduled with the hiring authority to get their feedback and I will need your feedback prior to that call.

## Wayne State University/Detroit Medical Center

This is a benchmark to seek

1. Dedicated boards prep course for senior residents with superb results last year
2. Dedicated physics review courses
3. Brant and Helms club for junior residents (serves as a thorough overview of radiology early in residency)
4. Nationally recognized visiting professors
5. Daily teaching conference (chair's conference)
6. Weekly didactic lecture series (do we have a curriculum that we follow for this and for the chair's conference?)
7. Resident Research Program (provides an opportunity for residents to present/publish/travel to meetings)
8. Outstanding pathology seen at the viewbox
9. Good mix of young, recently trained junior faculty and more experienced senior faculty to learn from
10. Extensive learning resources in library (books, journals, ACR CD ROM's, syllabi, computers)
11. Monthly journal club (how to critically analyze the radiology literature)
12. Nationally known faculty members (on best doctors in America list)

