

The old adage “First impressions are everything” has never been more important than in the interview process. There are two parts to every interview.

First, gather the information that is important to your decision on accepting a new position. Second, sell yourself as the most qualified candidate.

Your goal is to leave the interview with the option to pursue the position further.

DO:

- **Be on Time**
Have clear directions and allow extra time to find your destination and contact. Always have the contact’s phone number with you.
- **Do your Homework**
Any information you can gather on the practice, the hospital, the physicians and the area prior to the interview is a big plus. Most hospitals and groups now have websites and your recruiter can help you.
- **Dress Appropriately**
Yes, even in this business casual world, professional attire is required. Be confident, not arrogant. Understand your strengths, weaknesses and what you are looking for in a new position.
- **Be Conversational**
Most of the people you are interviewing with are not experts in the interviewing process. They are often unsure of how to get the process going, so don’t hesitate to start the conversation, but always do more listening than speaking.
- **Ditch Your Cell Phone at the Interview**
Cell phones should be out of sight and turned off. Leaving your cell phone out, or checking it during an interview, sends the signal that you’re not focused 100 percent on the interview. If your cell phone does ring, you should apologize and quickly turn it off -- without checking to see who called.
- **Follow Up**
A written thank you note should be sent to your contact person after the interview thanking them for their time and their interest in your candidacy. If you are to be reimbursed for any interview expenses, this is where to enclose your receipts.
- **Bring a Copy of Your Curriculum Vitae** Bring extra clean copies of your CV and a separate list of references with complete name, title, address and telephone number.

DON’T:

- **Be Late**
Better to be early than late. This will provide the opportunity to get a feel for how things run.
- **Show Disinterest in the Position, Locale or Interviewer**
You may find out that this is the position you want and if you did not express a positive interest through the entire process you may not get the opportunity to pursue the position.
- **Lack Courtesy**
Everyone appreciates being treated politely and smiled at. When you leave your home, you start your interview and it does not end until you are back at home.
- **Bring Up Compensation**
When the time is right, and the potential employer is interested in you, they will discuss compensation.

For a list of good interviewing questions to ask and be prepared to answer, please give us a call at (800) 584-5001.