INTERVIEWING 101

TIPS AND TECHNIQUES FOR SUCCESSFUL INTERVIEWING

Cheryl Skinner, BA, RRT, CPFT
University of Kansas School of Health Professions
Conflict of Interest

I have no real or perceived conflict of interest that relates to this presentation. Any use of brand names is not in any way meant to be an endorsement of a specific product, but to merely illustrate a point of emphasis.
OBJECTIVES

- Outline principles and tips for successful interviewing
- Gain an understanding of the multiple styles of interviewing
- Learn how to best respond to interview questions
I want to be a RESPIRATORY THERAPIST.
Respiratory Therapy in Kansas

2,017

ACTIVE LICENSED RESPIRATORY THERAPISTS
2016
Respiratory Therapy Employment

- Projected to grow 12% from 2014 to 2024
Steps

- Application
- Resume & Cover Letter
- Pre-Hire Assessment
Job Interview

Definition: An opportunity to present yourself, knowledge and skill set to one who can hire you.
The Interview Process

- Frequently includes:
  - Greeting and Introduction
  - Ice breaker/ Small talk
  - Questions
  - Closing/Summary Statement
  - Thank You and Follow Up

- The Key – Present yourself as the top candidate
Keys to the Successful Interview: Preparation BEFORE the Interview

- Know yourself
- Research
- Preparation, Practice & Proper Attire
Know Yourself

- What do you have to offer?
- What are your career goals?
  - 1 year? 3 years? 5 years? 10 years? 15 years?....
Know Yourself

- How are you perceived by others?
  - Co-workers
  - Clinical Preceptors
  - Social Media

- Review Resume
Do Your Research

- Research the organization
- Salary ranges
- Interviewers or employees
Preparation and Practice!

- Practice
- Preparation

Proper Planning and Preparation Prevents Poor Performance.

*Stephen Keague*
Proper Attire
Keys to the Successful Interview: DURING the Interview

- Be prompt and prepared
- Poise and body language
- Answer the questions
- Closing the Interview

“Was the interview too early for you?”
Be Prompt and Prepared

- Bring
  - Notepad and Pen
  - Written or Typed Questions to ask
  - Copy of Job Description
  - Extra Copies of Resume and References
Be Prompt and Prepared

- Do NOT Bring
  - Family or Friends

"PLEASE EXCUSE MY MOTHER, THIS IS MY FIRST INTERVIEW."
Be Prompt and Prepared

- Do NOT Bring
  - Cell Phone – Turn OFF
  - Inappropriate Language
  - Controversial topics or opinions
  - Bad Manners or Negative Attitude
Be Prompt and Prepared

- Arrive 10 to 15 minutes before the scheduled interview time
- Be polite
- Give a firm handshake, make eye contact, smile and introduce yourself when you are greeted
Poise and Body Language

- Many interviewers will assess you based on:
  - Appropriate eye contact and posture
  - Correctly pronouncing his/her name
  - If you talk easily or are overly formal and reserved
  - If you seem enthusiastic and confident
Poise and Body Language

- **Don’t** sit until interviewer is seated
- **Never** chew gum during an interview
- Most employers agree that the first five minutes of an interview will tell them the most about a person
- First impressions are important
The Handshake

THE HANDSHAKE
- Extend your Right Hand
- Palm flat, Thumb up
- Make eye contact
- SMILE 😊

https://www.youtube.com/watch?v=exUlCjqQsDA

Let’s Practice
Types of Interviews

- Screening/Telephone Interview
- One-on-One Interview
- Panel Interview
- Peer Group Interview
- Luncheon Interview
- Second Interview
- Video/Video Conference Interview
Interview Questions

- Frequently Asked
  - “Tell me about yourself” or “Walk me through your resume”
  - What is your greatest weakness?
  - What is your greatest strength?
  - Where do you see yourself in 5 years?
Interview Questions

● Behavior Based
  ● “Give me a specific example of…”
  ● “Tell me a time when…”
    ● Star Method
      ▪ (S) Situation- Describe situation
      ▪ (T) Task – What was your approach?
      ▪ (A) Action – What action did you take?
      ▪ (R) Result – What was the outcome?

● Situational
  ● Test your character and fit for the job
Answering the Questions

- Speak slowly and clearly. Don’t be afraid to pause for a moment to collect your thoughts.

- Listen and understand the interviewer’s questions before responding thoroughly yet concisely.

- Be honest—don’t try to cover up mistakes. Instead, focus on how you learned from them.

- Give positive **nonverbal** feedback to the interviewer:
  - Smile, be enthusiastic, showing a positive attitude.

- Avoid negative terms and comments when responding to questions. Stress positives.

- If asked an illegal question—Be tactful with an appropriate response.
Closing

- Be prepared with your closing statement reiterating your interest and abilities

- Thank each interviewer by name

- The initial interview is NOT the time to ask about salary

- Request business cards or contact information
After the Interview

- Send a thank-you note right away

- Jot down information about the interview and begin evaluating if this is the right job for you

- Prepare for potential salary negotiations by reviewing salary information

- Follow up afterwards to check on the status of the hiring decision [Based on the time line discussed during interview]
Interviewing Myths & Facts

**Myth #1**: The candidate with the best education, skills, and experience will get the job
Myth #2: If the interviewer asks if I have any negatives or weaknesses, I should indicate I have none.
Myth #3: I’ll be at a disadvantage because I’ll be nervous
**Myth #4:** Because I am a college student, I do not have the ability to negotiate a salary
Myth #5: My major goal in the interview is to get the job
Resume Review
Cheryl Skinner, BA, RRT, CPFT  
Clinical Assistant Professor:  
Respiratory Care Education  
University Of Kansas Medical Center

cskinner@kumc.edu
QUESTIONS???

Thank You