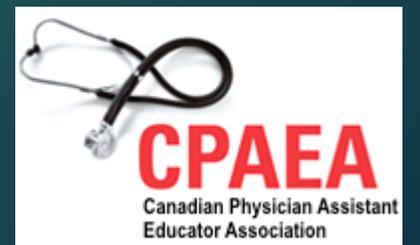


Preparing for the Job Interview

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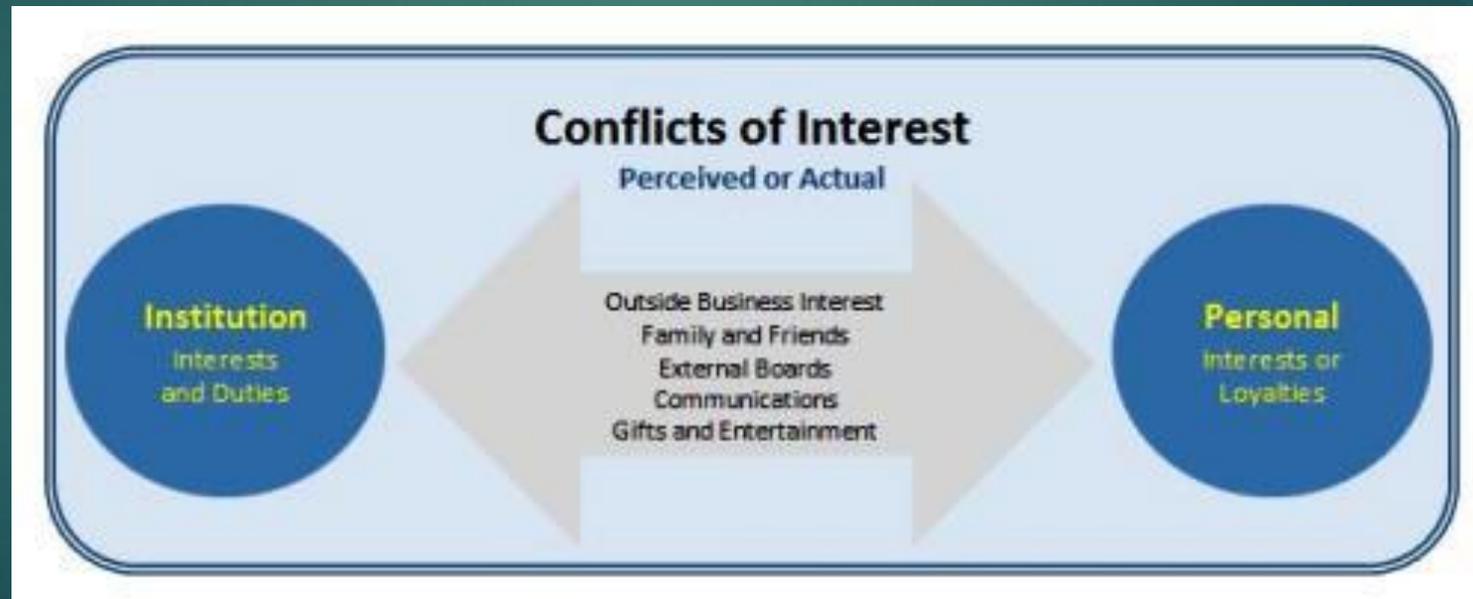


Preparing for the Job Interview

- ▶ The learning objectives for this session related to Advocate, Professional, and Communicator competencies of CanMEDS-PA.
- ▶ 1. Learn the steps involved in preparing for a job interview that relate to increased impact and presentation.
- ▶ 2. Prepare a self-reflection to answer traditional, hypothetical and behavior descriptive questions.
- ▶ 3. Learn through participation how E.S.P., S.T.A.R., and preparation for negative questions will improve your chances to land the dream job you desire.

Conflict of Interest

- ▶ None of the performers in this presentation confess to any conflict of interest related to commercial or market merchandise.
- ▶ We are Faculty at the University of Manitoba with Jobs (hopefully not planning on a change)
- ▶ Material shared has no commercial value and holds Common Use Licenses



Employers want a person who:



Before Applying, a few simple tasks

- ▶ STEP 1: RESEARCH -- Know the Job and the Required Skills
- ▶ FIND ABOUT THE PRACTICE AND INNOVATIONS IN THE SPECIALTY
 - ▶ Read articles, talk to those in the employers orbit, spend time on the service
- ▶ FIND A JOB DESCRIPTION OR SPECIALTY ASSOCIATION
 - ▶ There is a PA association or society in every specialty (in the US)
- ▶ Know the Organization
 - ▶ The more you know about an organization, the better prepared you will be to discuss how you can meet its needs.

STEP 2: MATCH YOUR SKILLS TO THE EMPLOYER'S NEEDS

- ▶ Start by studying your resumé, it got you the interview after all. Consider which skills, experiences, and attributes you will want to expand upon in your interview.



There are common themes in every interview

- ▶ Think broadly: skills are developed everywhere. Research and writing a paper develops your written communication skills. Sports or group projects use your teamwork and leadership skills. Don't overlook any abilities you have.
- ▶ Focus on what you have learnt about yourself in the last two years of PA education.
 - ▶ How have I demonstrated the skills required in this position?
 - ▶ Apart from my skills and experience, what can I bring to this job?

STEP 3: ANTICIPATE AND PRACTICE INTERVIEW QUESTIONS

Traditional Questions

Behavioural Descriptive Questions

Hypothetical Questions

The Scene Today

- ▶ The CV and Cover Letter have been reviewed and the Candidate invited for a formal interview.
- ▶ Two members of the Interview Panel are meeting a candidate for the first time for a position in Internal Medicine.
- ▶ Following questions and the response from the candidate , the audience will be asked if they have a better answer.



Tell me about yourself?

EDUCATION

Discuss your education and training. Explain why your education will help you excel in the position.

SKILLS

Share 3 skills that you have which are central to the job and meet the employer's needs. Be sure to demonstrate how you gained them with specific examples.

PERSONAL

Share something personal about yourself: an interest, an activity, a hobby. If possible, share something related to the positions or company culture. Make sure what you share is work appropriate!

S.T.A.R.

SITUATION Explain the situation: Set the scene with where and when the story took place.

TASK Describe the task, problem, or challenge you encountered.

ACTION What did you do? What actions did you take? Outline the specific steps you took to address the problem. This is the most important piece of your answer and should take up the most time.

RESULT What was the end result? Did you receive any feedback or learn anything that can be applied to this position? Focus on the positives!

Hypothetical or Scenario Questions

- ▶ Explain how you would gather information
- ▶ Describe your actions
- ▶ Demonstrate the skills needed in the job
- ▶ Discuss expected results and appropriate follow-up

If you are asked a negative question:

- ▶ **BE HONEST**, but always turn it around and end on a positive note.
- ▶ **BE STRATEGIC** If you are asked to identify a weakness, you do have to identify one. Be sure to choose a weakness that is not central to the job. If you do, this may eliminate you from the competition.
- ▶ **OVERCOME** Always state what you have done or are doing to overcome the weakness or demonstrate how it's not such a bad thing after all.
- ▶ **LEARN FROM IT** Be sure to reflect on what you learned from your mistake and how you would handle the situation differently next time.

For Example

- ▶ “WHAT IS YOUR GREATEST WEAKNESS?”
 - ▶ “I feel a little self-conscious when I speak in front of groups. However, to develop my confidence and public speaking ability, I have joined Toastmasters International. I have given numerous speeches over the past five months and have already noticed a big improvement.”

GIVE ME AN EXAMPLE OF A WORK SITUATION IN WHICH YOU WERE NOT PROUD OF YOUR PERFORMANCE.”

- ▶ When I was on my first rotation in Emergency, a patient began complaining about the wait time and wanted immediate service for a very minor injury.
- ▶ I told him he was whining and that we had multiple serious cases. He would just need to wait his turn. The patient became verbally abusive, at which point nursing called security. My attending justifiably was not happy with me.
- ▶ I learnt to take responsibility and ask if there was something of concern I could help with right now. Agreeing it was frustrating to wait and acknowledge the concern. Stressing that we want to help.
- ▶ Now: I learnt to listen and be patient. I take the time to understand the person's needs, I actively listen. Asking and trying to understand if there are other issues such as pain or family left at home.

They cannot ask nor do you need to share....

- ▶ Often, employers may not be aware that they are breaking the law

PROTECTED SUBJECTS INCLUDE:				
RACE	RELIGION	AGE	MARITAL STATUS	GENDER
PREGNANCY	SEXUAL ORIENTATION	FAMILY STATUS	ETHNIC/NATIONAL ORIGIN	DISABILITY

Some people feel comfortable answering questions that touch on these topics. Others find it best to work around the question, answering more broadly without specifically referring to the illegal subject.

Prepare Questions for the Employer

- ▶ What are the most significant factors affecting your practice?
- ▶ Has the practice or patient volume grown or changed in nature?
- ▶ What do you like the most about your specialty?
- ▶ Is there turn over with the front office staff?
- ▶ Is there on-call?
- ▶ I want to learn more about this specialty, how can I do that?

Nail the Interview

- ▶ Review your Resume and the Job Description
- ▶ Be 10 minutes early
- ▶ Be rested and eat before you get there, but don't bring in your own coffee or drink.
- ▶ Dress appropriately – conservatively, ironed, clean, and fitted
- ▶ Groomed
- ▶ Prepared, - Paper, Pen that works, questions to ask,
- ▶ Turn off the DAMNED Phone!

Practice with honest friends

Being honest may not get you
a lot of friends but it'll always
gets you the right ones