

# TIPS FOR INTERVIEWING: WHAT YOU SHOULD KNOW

*Tips suggested by Mark Slabaugh, M.D. and Mark Zunkiewicz, M.D., AANA Membership Committee*

1. Do your research on the group/position you are interviewing for. Be familiar with all the staff and be knowledgeable of the type of practice – academic, community-based, etc.
  - *If long-distance travel is required:* Do not schedule the interview or flight after a busy clinic or operating room procedure where you will be rushed getting to/from the interview.
  - Plan on taking a day or so before and/or after the interview to get to know the area – you will not just be joining a group but will be living in the community for the foreseeable future. If relocating, consider having a real estate agent take you around to show you the houses and try to get the lay of the land. You will want to make sure you can live there even if the practice/position is what you really want.
  - *If long-distance travel is required:* Do not assume the practice/place which you are interviewing at will pay for the flight, hotel, etc. Safely assume you will be paying for those unless the place you will be interviewing at offers to set up/pay for these expenses.
2. Conduct a mock interview with someone you trust several days prior to the actual interview.
3. Be on time, preferably 15 minutes early.
4. Dress for the position – shirt, tie and dress shoes for men, business suits/skirts/dresses for women. *Note: you do not want to be too flashy.*
5. Make sure your personal phone is set to silent and/or a “do not disturb” setting so that it will not go off, or even vibrate, during the interview.
6. Have a copy of your CV with you and be able to speak about it without looking at it.
7. Ensure you are meeting with all the partners (if applicable); ideally, you want to make sure you know who they are and whether you will get along with them.
8. Talk to the ancillary staff (secretaries, PAs, nursing staff, etc.) and ask how they enjoy their job. Most often they can give you little tidbits of what the practice is really like behind the scenes.
9. Look your interviewer in the eye and speak confidently, using “sir/ma’am” when addressing your interviewer.
10. Do not exaggerate your words and speak truthfully. If you do not know the answer to a question, it’s strongly recommended that you be honest and say that while you do not know the answer, you will find an answer.
11. Reserve the larger questions, such as the contract, salary or vacation time, for the second/follow-up interview. If those points do not come up during the first interview, it will at a later point in time.
12. Always send a hand-written follow-up letter/thank you note to each person you meet during the interview, including secretaries and clerical staff – not a text message or email, but a hand-written, brief letter.
13. **Optional:** If you are married or have a significant other, take them with you so they can get a feel of the area while you are interviewing. They need to like the location just as much as you do.

## LOOKING FOR INTERVIEWING TIPS FOR INTERNATIONAL RESIDENCY PROGRAMS?

*Advice from Alfonso Barnechea, M.D., AANA Membership Committee*

- The admission process for international residency programs does not involve an interview – an interview takes place when residents finish their residency and apply for a staff surgeon position at the hospital (if the resident decides to apply) – so no need to sweat the interview process until this point!
- Residency coordinators and/or program directors will meet with the newly admitted residents a few days before the residency year starts (July 1st) rather than conducting an interview.