

# Interviewing Tips

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## Preparing for the Interview

Do your homework – know as much as possible about the hospital/clinic prior to your interview.  
Practice interviewing with a friend or colleague if possible - Practice in front of a mirror.  
Know your CV.

## The Phone Interview

Pre-schedule a convenient time when you have no distractions (on-call nights are not a good idea).  
Set aside adequate time.  
If you are unable to make the call or foresee distractions – request to reschedule.  
Use a phone line with a good connection.  
Be enthusiastic and sincere. Be aware of the tone of your voice.  
DO NOT discuss salary during your first interview.  
Ask for an information packet on the organization and community.  
Ask what the next step is – often you will have another phone call prior to being invited to interview.

## Interview Tips

Bring your spouse or significant other.  
Be professional – do not wear scrubs – dress to impress.  
Be on time.  
Don't smell like smoke/don't wear too much perfume or cologne.  
Bring a copy of your CV along with your references (make sure you have contacted your references).  
Turn your cell phone OFF.  
Sit up straight - make eye contact, firm handshake & do not cross arms.  
Never talk negatively about former employers or colleagues.

## Questions to Anticipate

Behavioral Interviewing is being used more frequently – prepare for these questions. - Tell me about a time a clinical scenario did not go well... - Describe for me one of your most clinical triumphs... - Give me an example of a specific...

Why did you decide to go into medicine?  
If you weren't a doctor, what would you be doing?  
Why do you want to work for us?  
Why should we hire you?  
What do you feel you can bring to our group?  
How do you describe your clinical judgment?  
Describe one of your most recent clinical triumphs.  
Describe a clinical scenario that did not go well.  
What do your patients like the most about you?  
Describe your work habits.  
How well do you communicate over phone when describing patient situations?  
Have you come before any hospital committee or peer review group or had privileges revoked or suspended?  
Have you ever had any disciplinary actions or problems?  
Are you aware of any claims or investigations against you?  
Have you had any malpractice suits?

## Academic Practice Questions to Expect

- What are your research goals?
- What are your academic goals?
- Have you prepared a grant application before?

## Questions You Should Ask

- Why are they recruiting? Growth? Retirement? Replacement? If a replacement, try to find out why.
- Organization structure?
- Cultural (mission, vision, values and how you'll fit)?
- Physicians – who are they? Training, duration in organization, group personality dynamics, etc.
- Market setting, competition, group reputation?
- Productivity (how structured)?
- Path to Partnership (time and buy-in/buy-out details)?
- Patient and payer mix? How do you assign patients?
- Will I have admitting privileges? What hospitals?
- What is the call schedule? How is it divided?
- Will I see patients at multiple locations?
- Mentoring?
- Academic Practice Questions to Expect
- What are your research goals?
- What are your academic goals?
- Have you prepared a grant application before?
- Marketing the new practice?
- Support staff, office, equipment, technology, EMR, etc.?
- Referral patterns and specialist support?
- Benefits, Malpractice, etc.?
- Non-Clinical responsibilities?
- Community/Lifestyle/Personal Needs?

## Post-Interview

- Promptly send Thank You notes to all involved with your interview.
- Hand written notes go a long way - At a minimum, send an email
- Follow-up with any questions you have.
- Be responsive to additional requests for information.
- If NOT interested; be honest right away.
- If you ARE interested, begin to make a list of your negotiation points.