

Navigating & Preparing for Interviews

TIPS & TRICKS

01

KNOW YOUR POTENTIAL EMPLOYER

Understand the mission/vision/values
Review the job description & expectations/qualifications
Prepare thoughtful questions

02

KNOW YOUR CV

Prepare a 1-2 minute elevator speech to introduce yourself
Be able to speak to anything listed on your CV
Highlight key achievements

03

PREPARE FOR VIRTUAL SETTINGS

Review the platform ahead of time
Perform needed downloads/updates in advance
Control your environment & minimize distractions

04

PRACTICE

Recall experiences that can be used to answer questions
Review common interview questions
Practice with mock interviews

05

THE STAR METHOD

A way to organize thoughts and respond to questions
Situation: briefly describe the scenario
Task: explain the goal/objective
Action: your role in the execution
Result: the outcome & what you learned

06

USE AVAILABLE RESOURCES

ASHP Job Preparation: Interview & CV Resources
<https://www.ashp.org/new-practitioner/new-practitioners-forum/job-preparation>
ASHP InterviewPrep Platform
<https://ashp.interviewprep.app/>