

Preparing and Interviewing

Interviews are a critical part of the hiring process and play a key role in determining which candidates are best qualified for a job. They allow both the employer and the applicant to evaluate each other and determine if there is a good match between the candidate's skills and the organization's needs. Below are some suggestions for preparing for an interview.

INTERVIEW

- Research the organization.
 - » Learn about their Mission, Vision, and Values
 - » Learn about their specialties
 - » Learn about awards, best practices, claim to fame, etc.. of the organization
- Identify and incorporate three to five points you want to be sure they know about into your responses.
- Anticipate commonly-asked questions (e.g., what areas of improvement have you self-identified or been informed of from previous managers/colleagues)
- Be prepared to answer why you are interested in transitioning to hospital/health system practice and remain positive.
- Minimize what you don't know but emphasize that you learn quickly.
- Emphasize your strengths:
 - » Order triage and time management
 - » Building relationships
 - » Solving problems
 - » Clinical interventions / recommendations
 - » Managing workflows and support staff
- Use the STAR method to answer behavioral interview questions. These questions are designed to elicit specific examples of past behavior to predict future performance.
 - » **Situation:** Begin by describing the specific situation or context you were in. Provide enough detail for the interviewer to understand the background of your example.
 - » **Task:** Explain the task or goal you were working towards in that situation. What were you trying to achieve?
 - » **Action:** Describe the actions you took to address the situation and accomplish the task. Focus on your role and what you did, rather than what your team or others did.
 - » **Result:** Finally, explain the results or outcomes of your actions. What happened as a result of your efforts? Try to quantify the results if possible (e.g., "increased sales by 20%"). Have stories ready.
- Prepare questions in advance to ask the interviewer at the conclusion of the interview (note: avoid questions such as salary and schedule)
- Virtual interviewing tips
 - » Test your technology prior to scheduled interview.
 - » Check your camera angle (make sure your whole face is in the frame, not too close or too far, raise your computer if necessary to make sure you are at eye level)
 - » Dress professionally, as if conducting the interview on site.
 - » Use a quiet, well-lit space
 - » Use a professional background effect (avoid beds in background and other distractions)
 - » Watch body language (sit up straight, make eye contact with the webcam, avoid (overuse of hand gestures)
 - » Do not read prepared answers

OTHER TIPS

- Find a mentor in hospital / health system pharmacy.
- Maintain a professional social media presence.
- Arrive to your in person and/or virtual interviews early.
- After the interview, write a personal thank you to those who interviewed you.