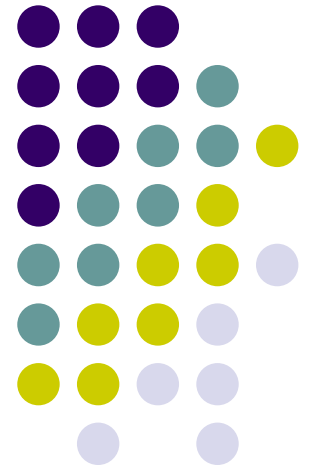


# INTERVIEWING 101

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## TIPS AND TECHNIQUES FOR SUCCESSFUL INTERVIEWING



Cheryl Skinner, BA, RRT, CPFT  
University of Kansas School of Health Professions

# Conflict of Interest

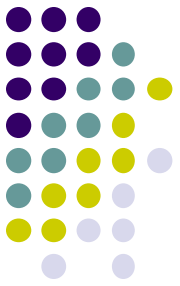


I have no real or perceived conflict of interest that relates to this presentation.

Any use of brand names is not in any way meant to be an endorsement of a specific product, but to merely illustrate a point of emphasis.

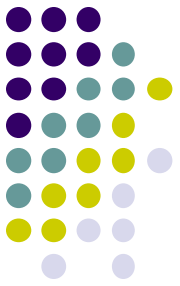


# OBJECTIVES

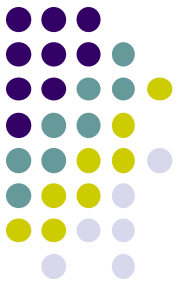


- Outline principles and tips for successful interviewing
- Gain an understanding of the multiple styles of interviewing
- Learn how to best respond to interview questions

**I want to be a.....**



**RESPIRATORY THERAPIST**



# Respiratory Therapy in Kansas

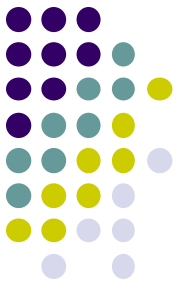


**2,017**

**ACTIVE  
LICENSED  
RESPIRATORY  
THERAPISTS**



# 2016



**HARD  
WORKING  
RESPIRATORY  
THERAPIST**

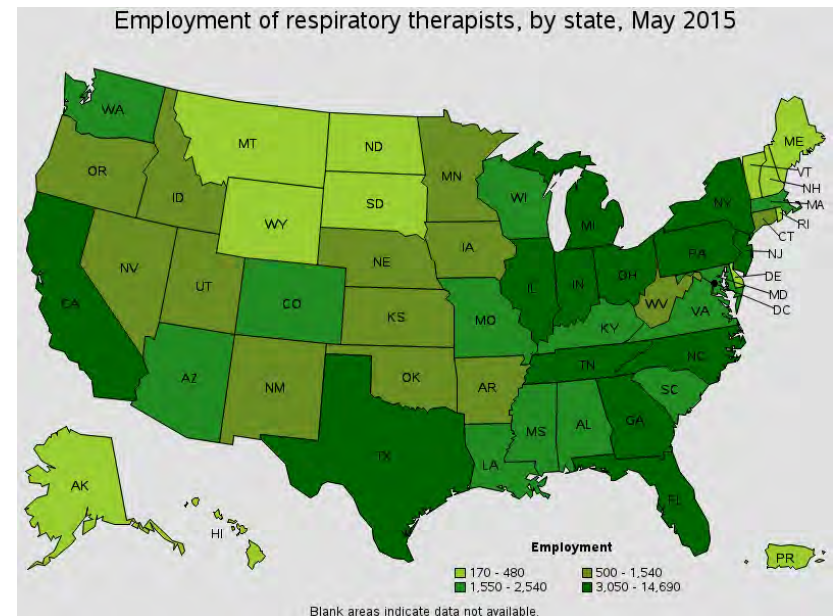
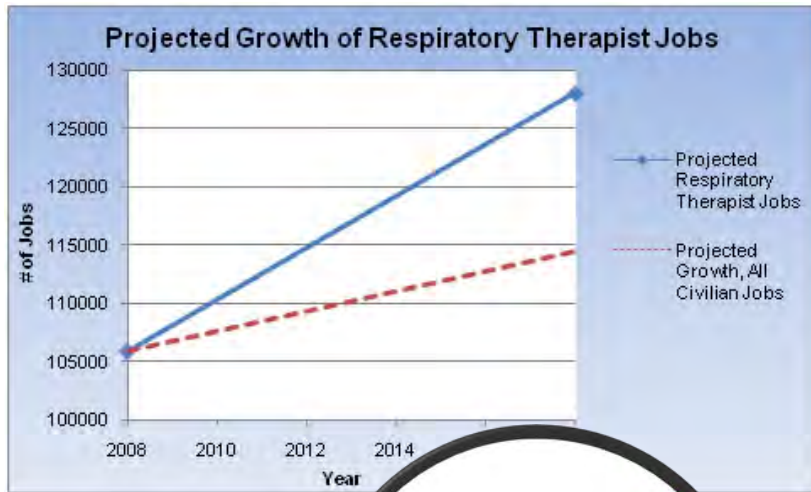
Hard Working Respiratory Therap... by Graphic\_Vision

Zazzle

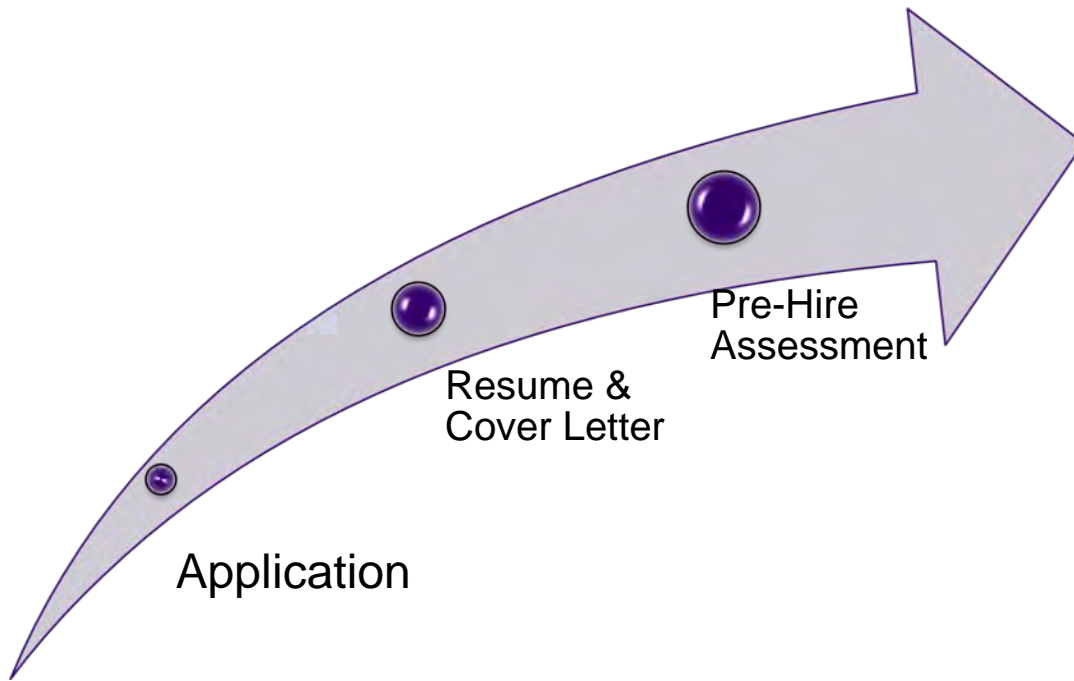
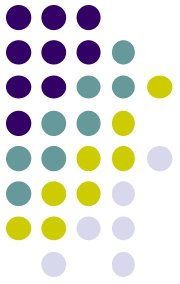


# Respiratory Therapy Employment

- Projected to grow 12% from 2014 to 2024



# Steps



Application

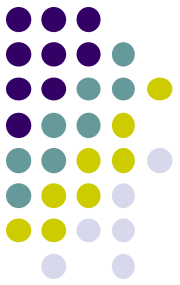
Resume &  
Cover Letter

Pre-Hire  
Assessment





# Job Interview



Definition: An opportunity to present yourself, knowledge and skill set to one who can hire you



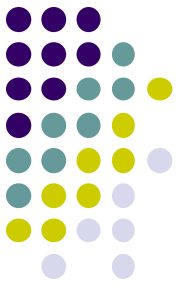


# The Interview Process

- Frequently includes:
  - Greeting and Introduction
  - Ice breaker/ Small talk
  - Questions
  - Closing/Summary Statement
  - Thank You and Follow Up
- The Key – Present yourself as the top candidate

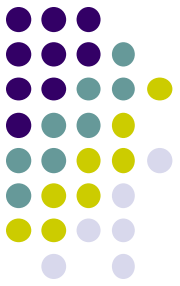


# Keys to the Successful Interview: Preparation BEFORE the Interview



**“My short-term goal is to bluff my way through this job interview. My long-term goal is to invent a time machine so I can come back and change everything I’ve said so far.”**

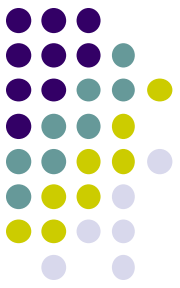
- Know yourself
- Research
- Preparation, Practice & Proper Attire



# Know Yourself

- What do you have to offer?
- What are your career goals?
  - 1 year? 3 years? 5 years? 10 years? 15 years?....



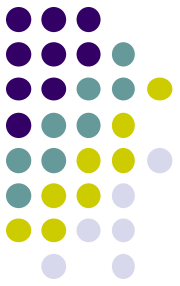


# Know Yourself

- How are you perceived by others?
  - Co-workers
  - Clinical Preceptors
  - Social Media



- Review Resume



# Do Your Research

- Research the organization
- Salary ranges

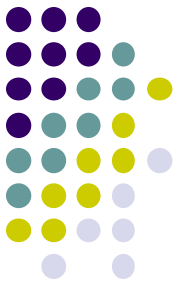


*VS*



- Interviewers or employees

# Preparation and Practice!



- Practice
- Preparation

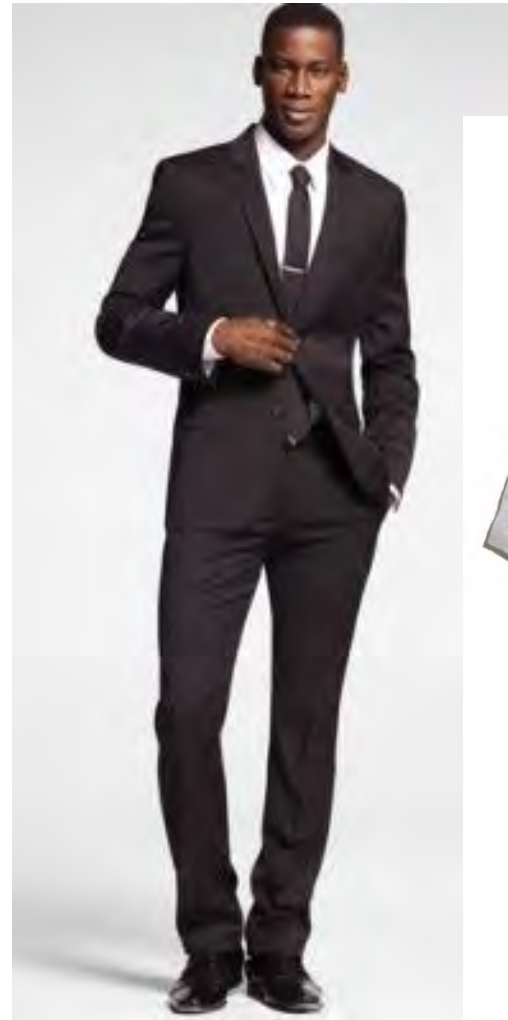
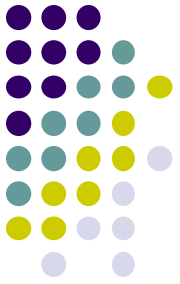


Proper  
Planning and  
Preparation  
Prevents Poor  
Performance.

*Stephen Keague*

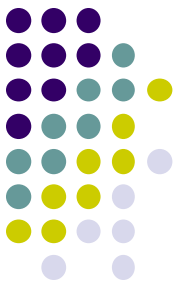


# Proper Attire





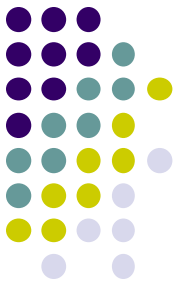
# Keys to the Successful Interview: DURING the Interview



- Be prompt and prepared
- Poise and body language
- Answer the questions
- Closing the Interview

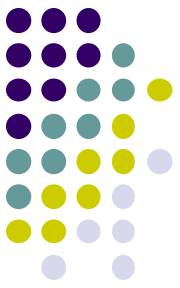
“Was the interview too early for you?”

# Be Prompt and Prepared



- Bring
  - Notepad and Pen
  - Written or Typed Questions to ask
  - Copy of Job Description
  - Extra Copies of Resume and References

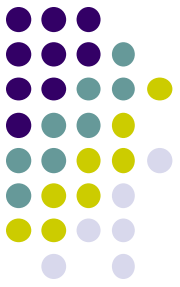
# Be Prompt and Prepared



- Do NOT Bring
- Family or Friends

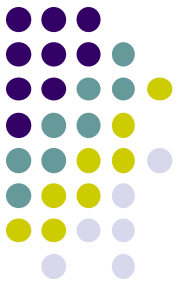


# Be Prompt and Prepared



- **Do NOT Bring**

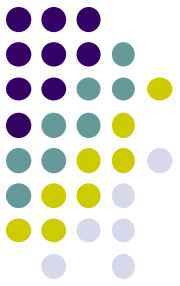
- Cell Phone – Turn OFF
- Inappropriate Language
- Controversial topics or opinions
- Bad Manners or Negative Attitude



# Be Prompt and Prepared

- Arrive 10 to 15 minutes before the scheduled interview time
- Be **polite**
- Give a firm handshake, make eye contact, smile and introduce yourself when you are greeted

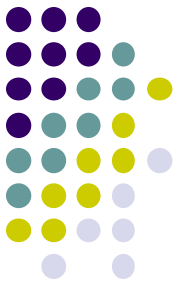
# Poise and Body Language



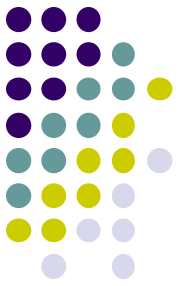
- Many interviewers will assess you based on:
  - Appropriate eye contact and posture
  - Correctly pronouncing his/her name
  - If you talk easily or are overly formal and reserved
  - If you seem enthusiastic and confident



# Poise and Body Language



- **Don't** sit until interviewer is seated
- Never chew gum during an interview
- Most employers agree that the first five minutes of an interview will tell them the most about a person
- First impressions are important



# The Handshake

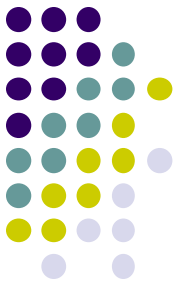
- **THE HANDSHAKE**

- Extend your Right Hand
- Palm flat, Thumb up
- Make eye contact
- SMILE 😊

- <https://www.youtube.com/watch?v=exUICjqQsDA>

## Let's Practice





# Types of Interviews

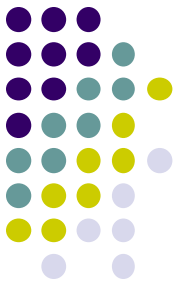
- Screening/Telephone Interview
- One-on-One Interview
- Panel Interview
- Peer Group Interview
- Luncheon Interview
- Second Interview
- Video/Video Conference Interview

# Interview Questions



- Frequently Asked
  - “Tell me about yourself” or “Walk me through your resume”
  - What is your greatest weakness?
  - What is your greatest strength?
  - Where do you see yourself in 5 years?

# Interview Questions



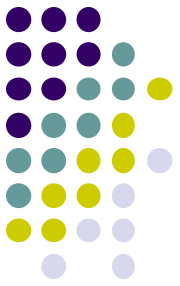
- Behavior Based
  - “Give me a specific example of...”
  - “Tell me a time when...”
    - Star Method
      - (S) Situation- Describe situation
      - (T) Task – What was your approach?
      - (A) Action – What action did you take?
      - (R) Result – What was the outcome?
- Situational
  - Test your character and fit for the job



# Answering the Questions

- Speak slowly and clearly. Don't be afraid to pause for a moment to collect your thoughts
- Listen and understand the interviewer's questions before responding thoroughly yet concisely
- Be honest- don't try to cover up mistakes. Instead, focus on how you learned from them
- Give positive nonverbal feedback to the interviewer
  - Smile, be enthusiastic, showing a positive attitude
- Avoid negative terms and comments when responding to questions. Stress positives
- If asked an illegal question – Be tactful with an appropriate response

# Closing



- Be prepared with your closing statement reiterating your interest and abilities
- Thank each interviewer by name
- The initial interview is NOT the time to ask about salary
- Request business cards or contact information



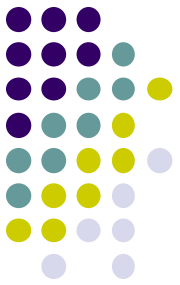
# After the Interview

- Send a thank-you note right away
- Jot down information about the interview and begin evaluating if this is the right job for you
- Prepare for potential salary negotiations by reviewing salary information
- Follow up afterwards to check on the status of the hiring decision [Based on the time line discussed during interview]



# Interviewing Myths & Facts

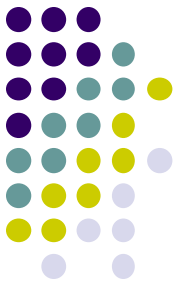
*Myth #1: The candidate with the best education, skills, and experience will get the job*



# Interviewing Myths & Facts

*Myth #2: If the interviewer asks if I have any negatives or weaknesses, I should indicate I have none*





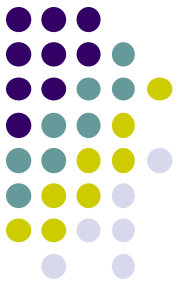
# Interviewing Myths & Facts

*Myth #3: I'll be at a disadvantage because I'll be nervous*



# Interviewing Myths & Facts

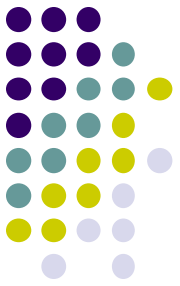
*Myth #4: Because I am a college student, I do not have the ability to negotiate a salary*

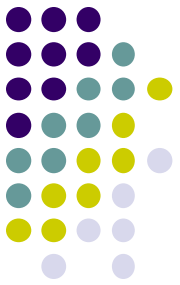


# Interviewing Myths & Facts

*Myth #5: My major goal in the interview is to get the job*

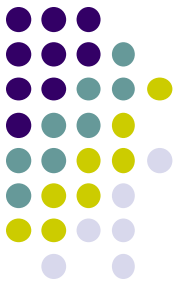
# Resume Review





**Cheryl Skinner, BA, RRT, CPFT**  
**Clinical Assistant Professor:**  
**Respiratory Care Education**  
**University Of Kansas Medical Center**

**[cskinner@kumc.edu](mailto:cskinner@kumc.edu)**



**QUESTIONS???**

**Thank You**