

INTERVIEW SEASON

Tips for Managing Interviews with a Busy Schedule



PREPARE IN ADVANCE

- During work/residency, keep a log of various situations/interventions that would help you answer scenario-based questions.
- Have your questions written down and review ahead of time; what are your dealbreakers?
- Throughout the year, keep future interviews in mind when selecting a topic for a professional presentation.



COMMUNICATION IS KEY

- Inform preceptors/managers of interview days ASAP.
- Ask in advance to adjust deadlines for projects and other responsibilities if you anticipate any challenges.
- Your colleagues may have connections to your interview site; communicate with them and utilize these relationships.



HOW MUCH TIME OFF SHOULD I SAVE?

- Assess how many interviews you anticipate taking, including travel time. Keep in mind it is better to have more time off, rather than not enough.
- Strategically schedule your interviews. Consider Mondays or Fridays for weekend travel if in person. You may reserve other weekdays for virtual interviews.
- See if your site would allow you to work half a day or remotely!



HOW DO I FIND TIME TO PREPARE FOR THE INTERVIEW?

- Set aside 30 minutes to an hour on several different days for interview preparation.
- Ask for practice interview sessions from your peers!
- Research each of the sites you are interviewing with and keep information obtained in a central location.



WHAT KIND OF PRESENTATION SHOULD I PREPARE?

- Use a previous grand rounds or professional presentation.
- This is used to assess your presentation and teaching skills, so the topic itself is of less importance.
- Keep your audience and site-specific requirements in mind when preparing your presentations



WHAT HAPPENS AFTER THE INTERVIEW?

- Write down everything you can remember about the interview as soon as it concludes!
- Include things you liked, did not like, pros/cons, general feelings.
- Interviews may start to blur together, especially when you have to go back to work.
- Write a timely thank you after the interview to help leave a good impression