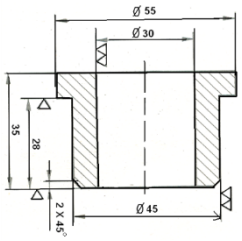
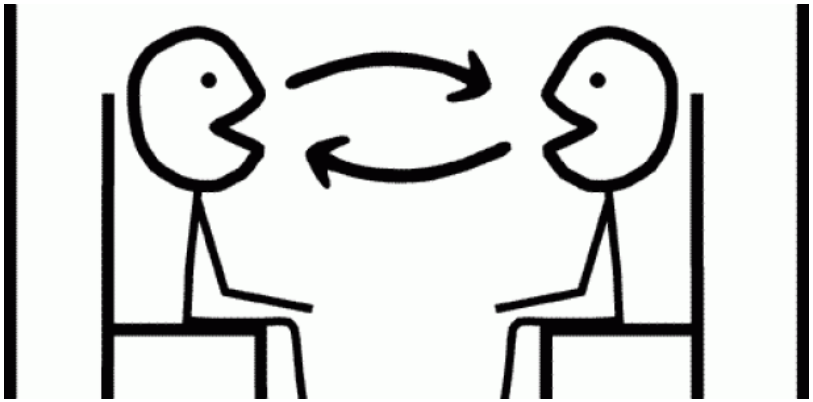
The Audacia Foundation, Inc.



Employment Now* Series, *2016

Blueprints and Blunders

Preparing for Interviews



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Welcome and Overview

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Audacia Program Vision

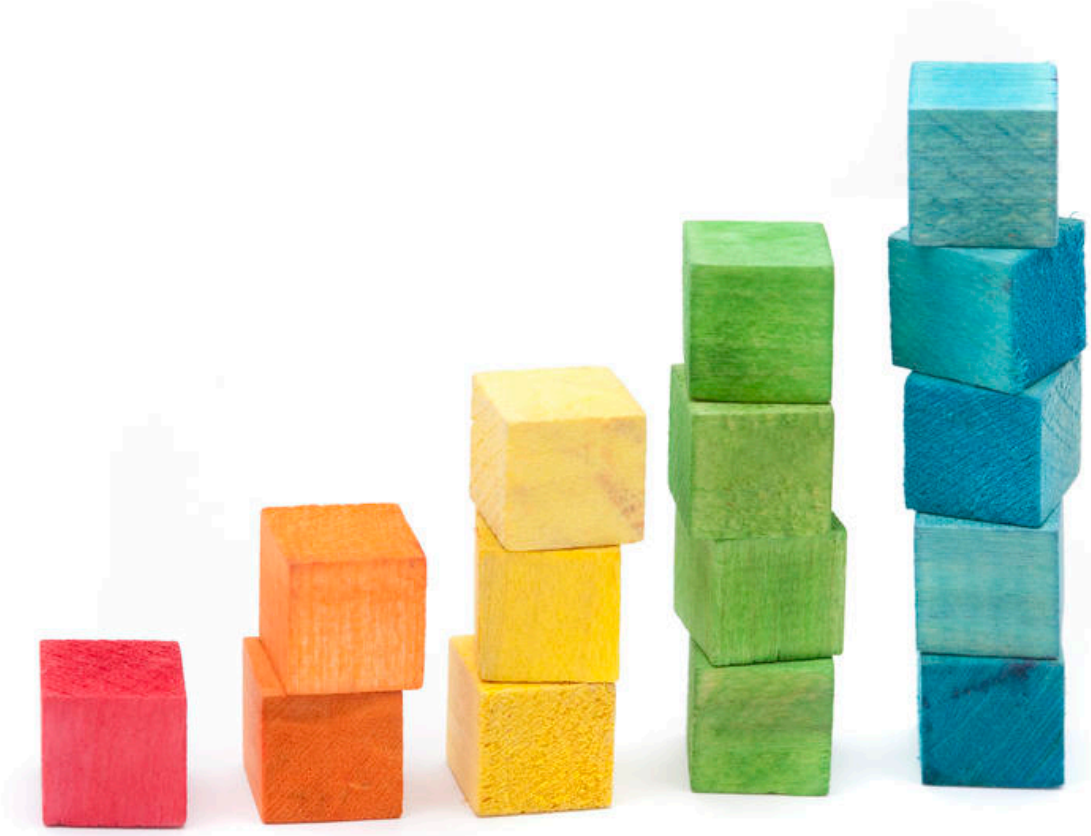
- ✓ Enhance knowledge and skills
- ✓ Attitude awareness and adjustment
- ✓ Empower by building competence and confidence
- ✓ Engage in discussion and continue learning
- ✓ Career advancement

SUCCESS
practice
instruction
training
learning

Takeaways

- What: What to do or avoid doing
- When to do certain things and not others
- Why do specific things and not others
- Who is involved in the interview process?
- Where is your interview being held and how do you get there?
- How to go about preparing yourself and conducting yourself?

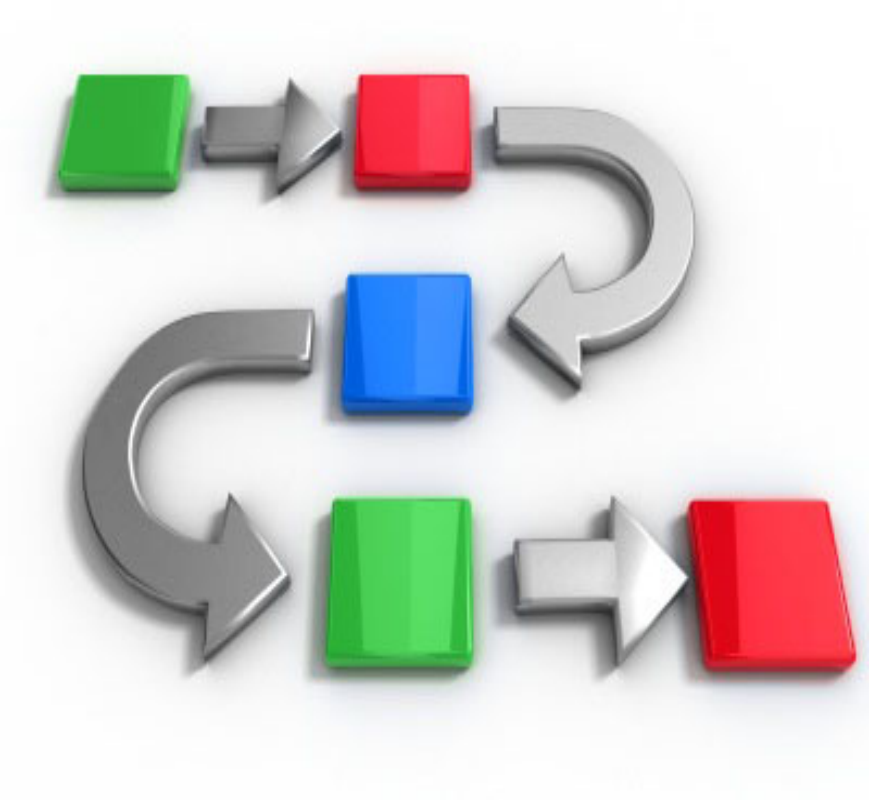
Blueprint: Interview **PROCESS**



Inform Think Lists Learn Practice

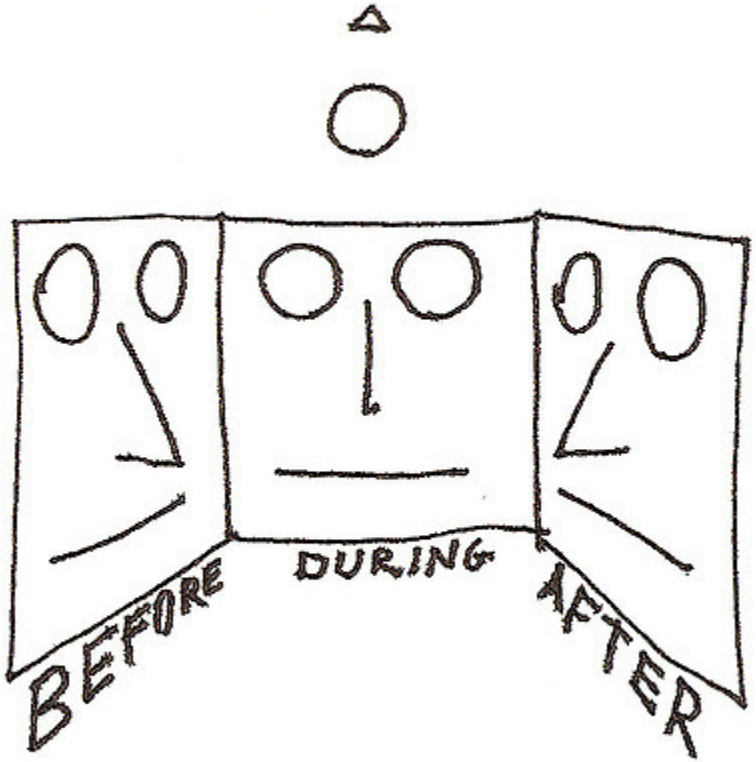
Blunders: No Interview Process (Also known as “winging it”)

Steps in the Process:



- Assessment
- Homework
- Preparation
- Practice

Stages of Interviews

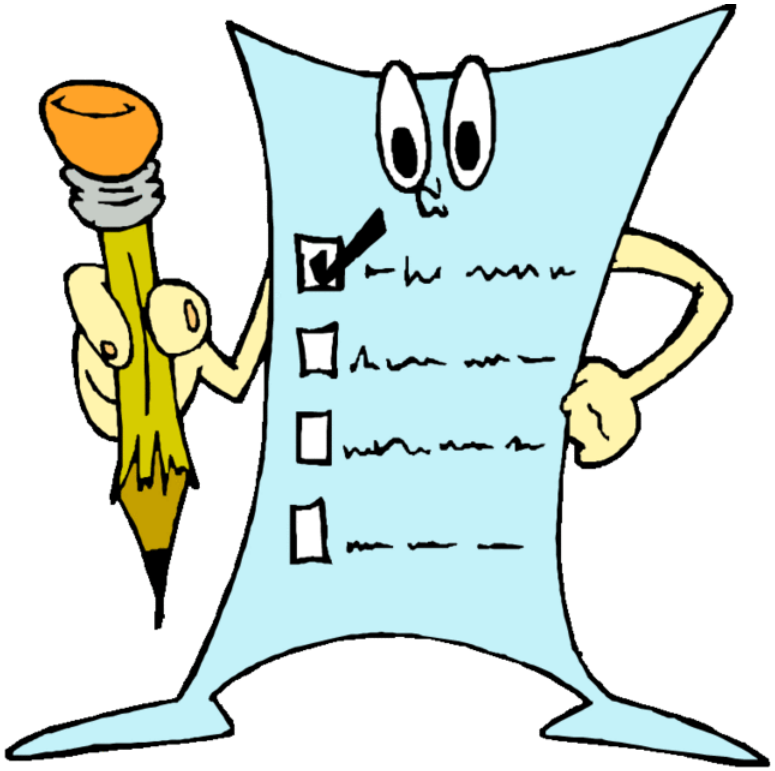


Blueprint: Advance Preparation

Give me six hours to chop down a tree and I will spend the first four sharpening the axe.

-Abraham Lincoln

BEFORE the Interview:
Blueprint of Steps in Preparing for Interviews



1. Assessments: self/ position/organization
2. Organizing and planning: appearance/resumes/ examples/travel
3. Practice: alone/mock

Blueprint: Assessments

- Self
- Position
- Organization matches your interest/abilities

Blueprint
Self- Assessment Awareness

- Values (reputation, authority, cooperation)
- Beliefs (empowerment, ownership, self-responsibility)
- Expectations (well- paying, full time/promotion in 3-6 months)
- Assumptions: (work accommodates you)
- Definitions (“job”/“communication skills”)
- Attitude: (appreciative/demanding/impatient)
- Behavior: (focused/scheduled/procrastinating)

Before Interview: Self-Assessment- You

1. What is your view of interviews? How can you change negative views of interviewers, interviews, or yourself as the person being interviewed? Changing negative self- talk or impressions

2.How many times have you interviewed? What were the situations? What were the results? What did you learn from the experiences and how can you use the information ?

3.What are your strengths and weaknesses? How can you improve? What accomplishments can you talk about?

4.How do you describe your employment situation?

Awareness Checklist

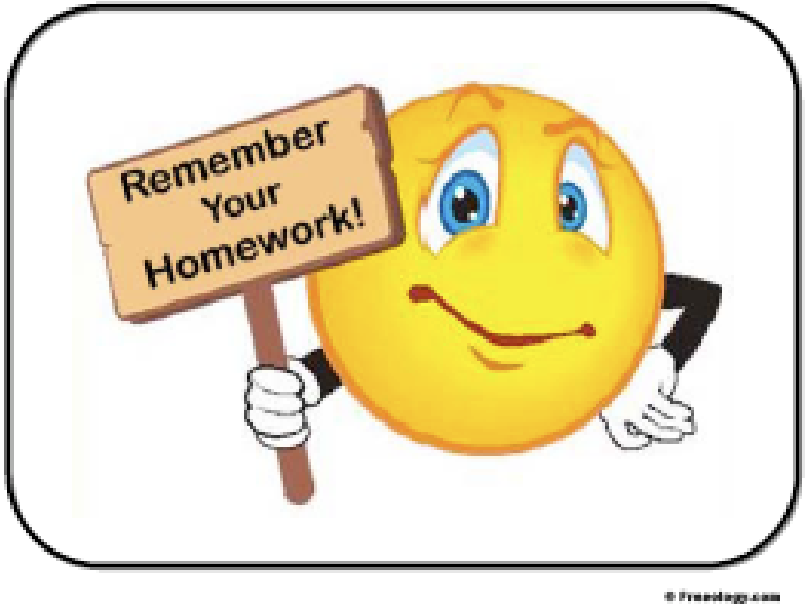
- Self-Awareness
- Trends
- Organizational Knowledge/Interest
- Potential Contributions
- Punctuality and Deadlines
- Attitude-yours
- Behavior-yours

Blueprint: Job Market Trends and Issues

- U.S. Federal Health Care Delivery System
- NYS Health Care Delivery System
- Cultural Competency: patients and co-workers/supervisors
- Aging workforce and potential patients
- Financial literacy and resource stewardship as it pertains to health care organizations
- Care coordination to reduce costs and improve quality care
- Managed care and payment systems

Blueprint: Homework

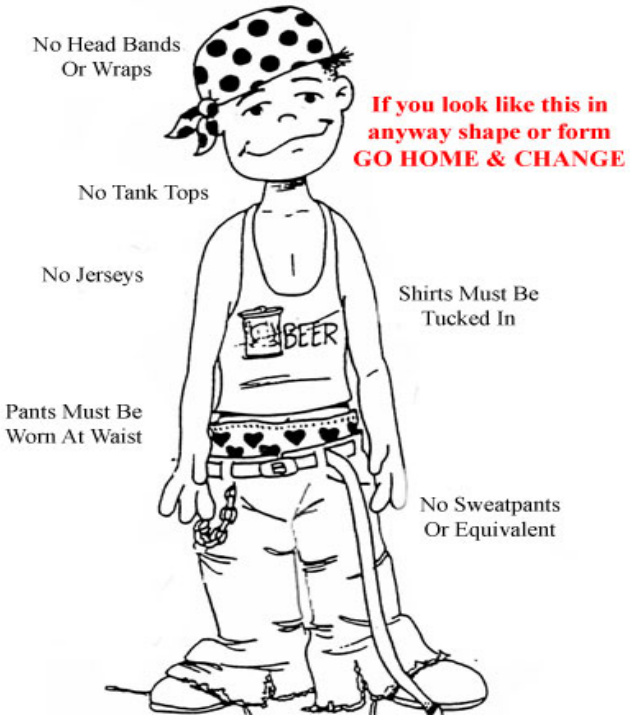
- ✓ Think
- ✓ Make Lists
- ✓ Find keywords
- ✓ Write script sentences
- ✓ Practice out loud
- ✓ Revise
- ✓ Redo



Blueprint: Appearance

Blueprint: Appearance

Blunders: Definition of “Appearance”/ “Dress Professionally”



Interview Prep: Knowledge of the Organization

Blueprints:

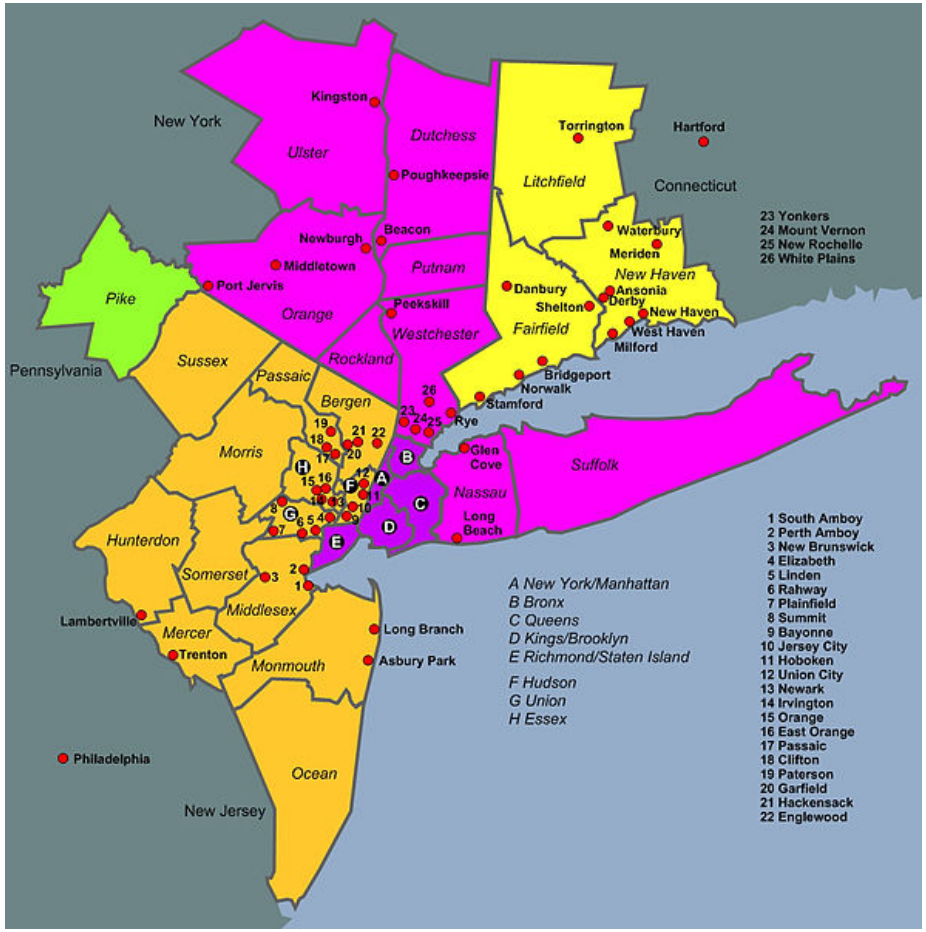
1. **Knowing the mission of the organization and how you would fit in/contribute**
2. **Knowing the website and what is new/highlighted allows you to customize your discussion**

Blunders:

1. **Ignorance is not bliss. Example: Applying for pediatric job in long term care residential facility**
2. **Not knowing size of facility, scope of services and MISSION**

Assessment: Knowledge of the Position, Your Contributions and Fit

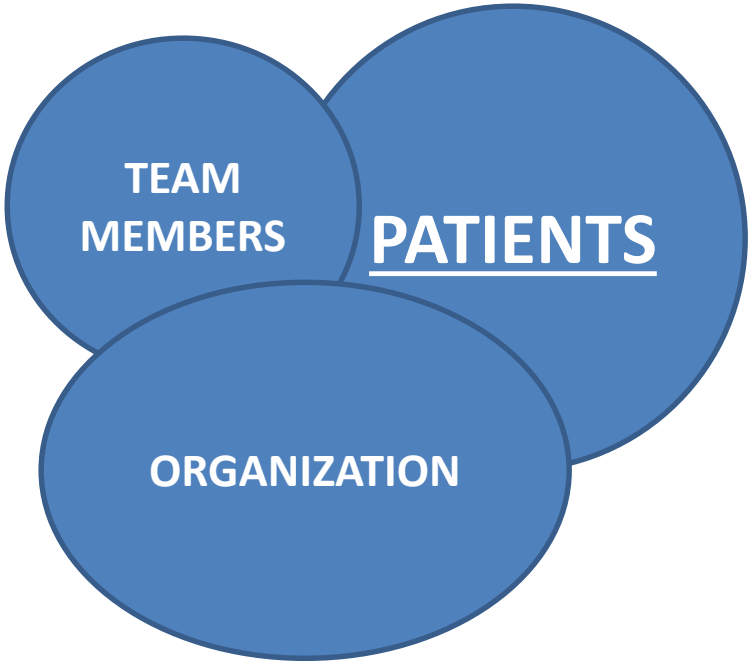
Blueprint : Before the Interview: Location of Interview



Awareness:
Your Role in the Health Care System

STUDENT

EMPLOYEE



Reported Interview **Blunders**

-

1. Purpose of 1st interview is NOT to negotiate salary and benefits
2. “To be honest…”
3. Bringing food:” I didn’t get a chance to eat…”
4. Taking “selfie” with interviewer to post on social media

Reported Interview Blunders: No Brushing or Flushing

1. Asked interviewer for ride home
2. Answered cell phone and asked interviewer to leave office because it was a private conversation
3. Might not be able to work long after offer because expecting an inheritance
4. Used the bathroom during phone interview and flushed
5. Brushed hair

Interview Blunders

1. Distracted
2. Dozing
3. Unenthusiastic
4. Bringing someone with you
5. Answering cell phone/texting
6. Having no questions to ask

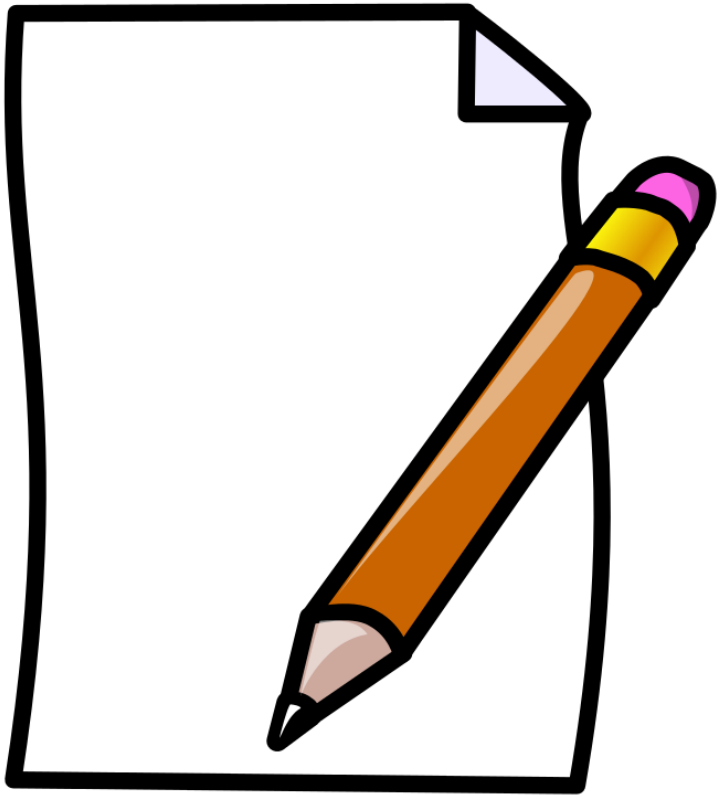
- What: What to do or avoid doing
- When to do certain things and not others
- Why do specific things and not others
- Who is involved in the interview process?
- Where is your interview being held and how do you get there?
- How to go about preparing yourself and conducting yourself?

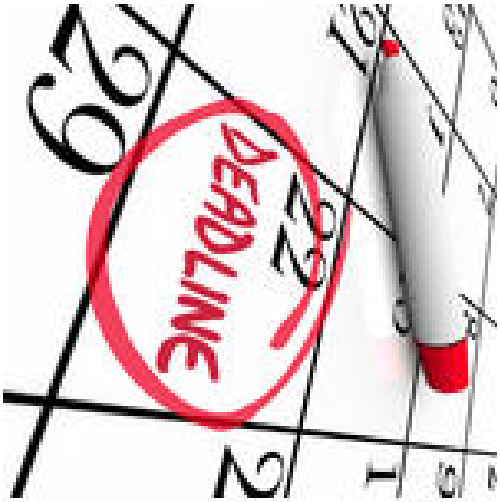
Before Interview:
Blueprints and Blunders:
Create a System and Avoid Confusion

- Spreadsheets
- Lists
- Computerized
- Paperwork

BLUEPRINT: Organizing and Planning

- Create a system for managing interview appointments including date, time location, interviewer name and position, and actions taken





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Before Interview
Organization and Planning
Blunders

Blueprint: Before the Interview: Preparation and Practice

Interview Questions

Expected

- Why this job? Why here?
- Why you?
- Why do you want to do this work?
- Strengths/weaknesses
- Tell me about…
  - Yourself
  - Your experience with…
  - In this situation…

Unexpected

- What is the last book you read? What do you read?
- If you were a flower, what would it be?
- What did you like/not like about your last job/last supervisor?
- What is something you don't want me to ask?

Interview Preparation: "S-O-A-R" Format

- Situation
- Obstacles
- Actions
- Results

Interview Preparation: Giving Examples

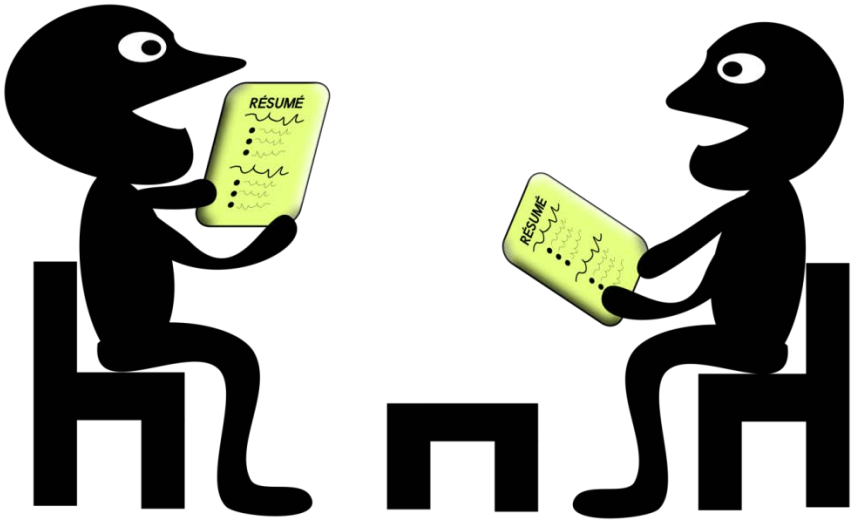
- Experience
- People skills
- Analytical skills

- List accomplishments Homework to create your “treasure chest”
- Make a title for each story
- For each story list skills and strengths demonstrated
- Study and practice
- S-O-A-R format

Blueprint: Practicing

- Common questions
- Answer-add-ask format
- “Unusual” questions
- Inexperienced interviewer
- “Tests’ and “traps”

Before Interview:
Blueprints and Blunders:
PRACTICE!



Interview Readiness Preparation

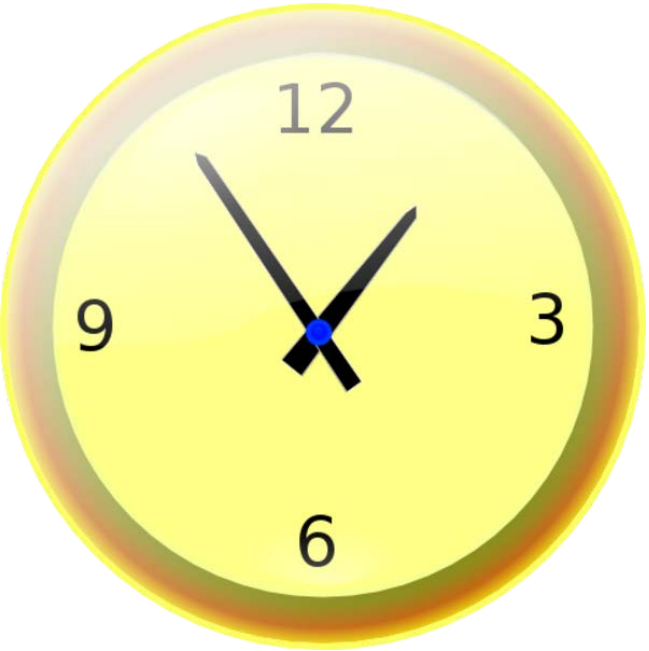
Blunders

- ✓ No self-assessment
- ✓ No planning or organization
- ✓ No location and travel awareness and practice
- ✓ No identification of potential questions and prepared and rehearsed answers
- ✓ “Winging it” / “Blaming”/ “Bitterness”

Blunders: Telephone Interviews

- Privacy/location/noise/ distractions- tv/family/music/other conversations
- Taking other calls simultaneously
- Use of bathroom

Blunders: Definition of "Punctuality"



Blueprint: During Interview

- Interest
- Positive Interaction
- Enthusiasm
- Communication: content and style
- Preparation
- Knowledge
- Skills
- Trust
- Asset/minimal liability
- Contributor
- “Good choice- good fit”

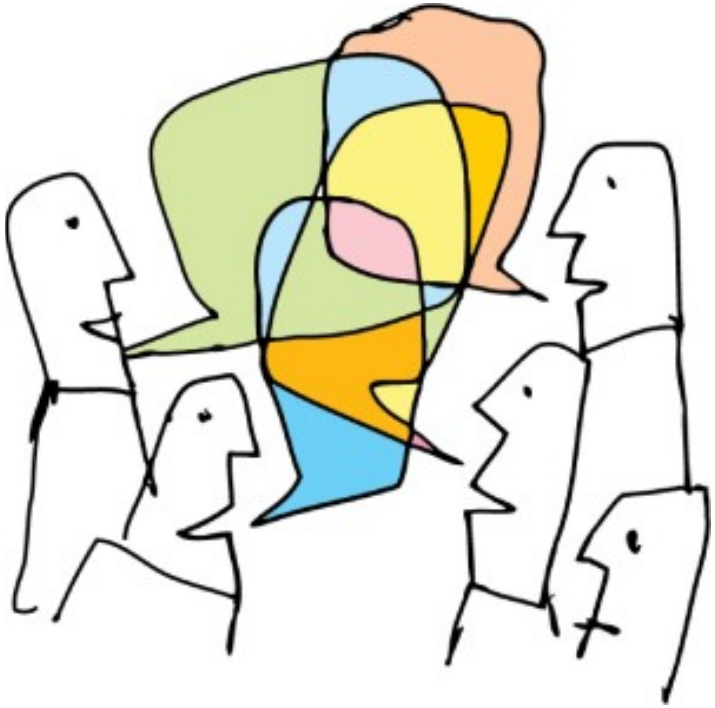
Blueprint

Examples of Action Verbs for Accomplishments/Achievements

" I____(VERB)_____..."

Assisted
Reduced
Organized
Reorganized
Managed
Led
Planned
Coordinated/Created
Developed
Saved
Increased/Improved/Implemented

Taking Notes at an Interview

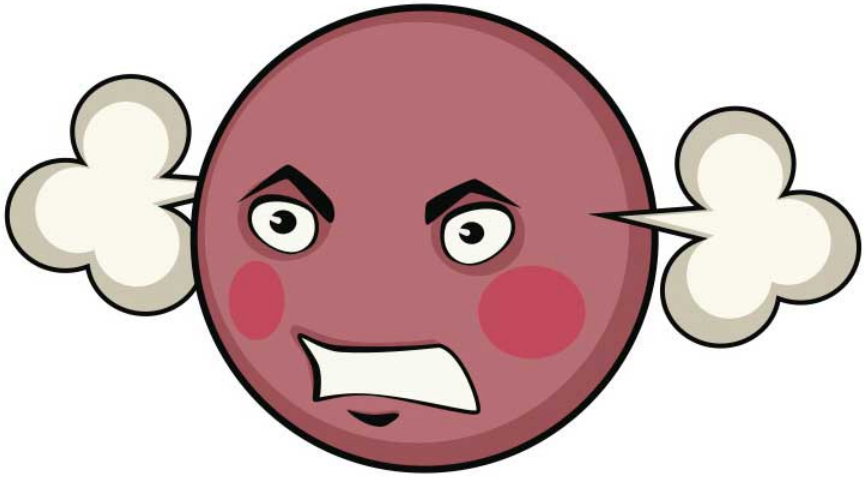


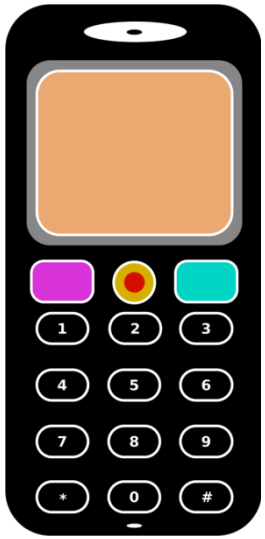
Interview Blunders

- Negativity and complaining
- Passivity: “whatever” or “duh”
- Eating/chewing/mints or hard candy
- Food particle residue
- Clothing mishaps
- Grooming neglect
- Assertive vs. Aggressive

Blueprint: After the Interview

Blunders: After Interview





- Self-awareness and preparation: why would someone want to hire you?

- How does your attitude, communication and behavior reflect you as a potential employee via implication?

- Interview technicalities:

✓ PUNCTUALITY

✓ Appearance

✓ Communication: content and delivery

- Having hard copies of resume available

Interview Blueprint Summary

- Prepare
- Practice
- Evaluate
- Repeat

Picturing You as an Asset vs Liability

You and the Interviewer

Blueprints and **Blunders:**
Before, During and After Interview

You Will Make Mistakes....
.... Learn From Them

Congratulations !

Discussion

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