

PREPARING FOR HEALTH PROFESSIONS SCHOOL INTERVIEWS

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LAFAYETTE
GATEWAY CAREER CENTER

AGENDA

- Interview Basics
- Effective Interviewing & Interview Preparation
- Logistics
- Other Critically Important Details
- Things to Avoid
- Helpful Links

INTERVIEW BASICS

- The purpose of interviews
- Interview Formats:
 - One-on-one, panel, group, or MMI
 - Virtual: “synchronous” (live) vs. “asynchronous” (pre-recorded)
- Interview preparation
 - Prepare the same for in-person and virtual interviews!
- You are being evaluated from ***the moment*** you’re contacted for the interview until ***after*** it concludes.

Interview formats, technologies , and protocols will continue to develop and evolve.

KEY ELEMENTS OF THE INTERVIEW

- People You Might Meet:
 - Admissions professionals
 - Faculty
 - Program administrators
 - Current students
- **Open File** vs. **Semi-Open** vs. **Closed File** Interviews
 - Do the interviewers have access to your application materials?
 - Which interviewers have access to your metrics?

PREPARATION IS KEY

- Review CV and reflect on your experiences; how can you connect these to the core competencies?
- Practice gathering your thoughts in a time-constrained format (MMI*)
- Do your research: program, institution, the interviewers

*See handout

PREPARATION IS KEY: INTERVIEW QUESTIONS

- Prepare for **commonly asked** questions and practice responding to a variety of questions/question types.
- Be fresh on **all details** of your application and prepared to **articulate complete stories**
 - Be ready to talk about **any** aspect of your application – don't be caught off guard!
- Prepare to discuss current events, “hot” topics, and ethics-based questions
- Questions YOU want to ask. (**ALWAYS** have these!)

INTERVIEW RESPONSES

- **Effective** responses...
 - Are detailed and complete, yet concise
 - Are relevant and on topic
 - Utilize the STAR format for “past behavior” questions
 - Situation, Task, Action, Result
 - Stay within time constraints
 - Connect to core competencies required for success in respective health professions program
- It is okay if your response does **not** fill the entire allotted time for your reply (MMI/asynchronous)!

LOGISTICS

Virtual Format

- Professional attire is **required**.
- Create a **quiet, distraction-free** space.
 - Interview Rooms available in Hogg Hall
- Ensure your backdrop is **clear** of anything distracting, eye-catching, or messy.
- Get the lighting right.
- Test and re-test your internet connection and your microphone.

In-Person Format

- Professional attire is **required**.
- Don't forget about the **little** details:
 - Cologne/Perfume (be careful!)
 - Socks
 - Accessories
 - Pressed/Polished/Trimmed
- Visit in advance – Route? Parking? Building? Room? Sounds simple, but isn't always. **Can reduce stress**.

Ask **specific** questions about what the interview experience will entail!

Need professional attire? Access Gateway's Career Closet (2nd Floor Hogg, Mon-Fri, 8:45a-5p)

OTHER (CRITICALLY!) IMPORTANT DETAILS BEYOND THE CONTENT OF YOUR REPLY:

- Eye contact (camera)
- Voice
 - Volume
 - Inflection
 - Clarity
- Handshake
- Pace of Delivery
- Positive Body Language
 - Smile
 - Sit up tall/straight (posture!)
 - Lean forward (at times)

ENERGY! & AUTHENTICITY!

THINGS TO AVOID

- Distracting behaviors *such as*:
 - Talking with your hands
 - Playing with your hair
 - Touching your face/adjusting glasses
 - Sniffing or clearing your throat
- Looking up/away
- Speaking too quickly
- Interruptions
- Mumbling, speaking too softly, shouting, or a monotone delivery
- Anything political, polarizing, and/or profane in view
- Running out of time/rushing
- Extending your response without valuable content to fill time

AFTER THE INTERVIEW

- Send an email thank you communication **within 24 hours** of interview
 - To all interviewers
- Professional, tailored communications
 - Use formal salutations and closings
- See handout for further guidance

HELPFUL RESOURCES

Practice = Increased confidence and comfort = Improved performance

Solicit constructive, candid feedback

- Interview Prep (fka InterviewStream):
<http://lafayette.interviewprep.app/>
 - pre-made question sets available!
- Virtual or in-person practice interviews with a Gateway Counselor (Schedule via Handshake or call 610-330-5115)

Handout:

<https://bit.ly/lafhpininterview24>



Time to Practice!