



Healthcare

# INTERVIEW TIPS IN 30 MINUTES



Presence  
Health™

## ▶ Urvita Patel

- ▶ Presence Health
- ▶ [Urvita.patel@presencehealth.org](mailto:Urvita.patel@presencehealth.org)



# OUR PRESENTER

- ▶ Why do you want to work for this organization?
- ▶ Why do you want to work in healthcare?

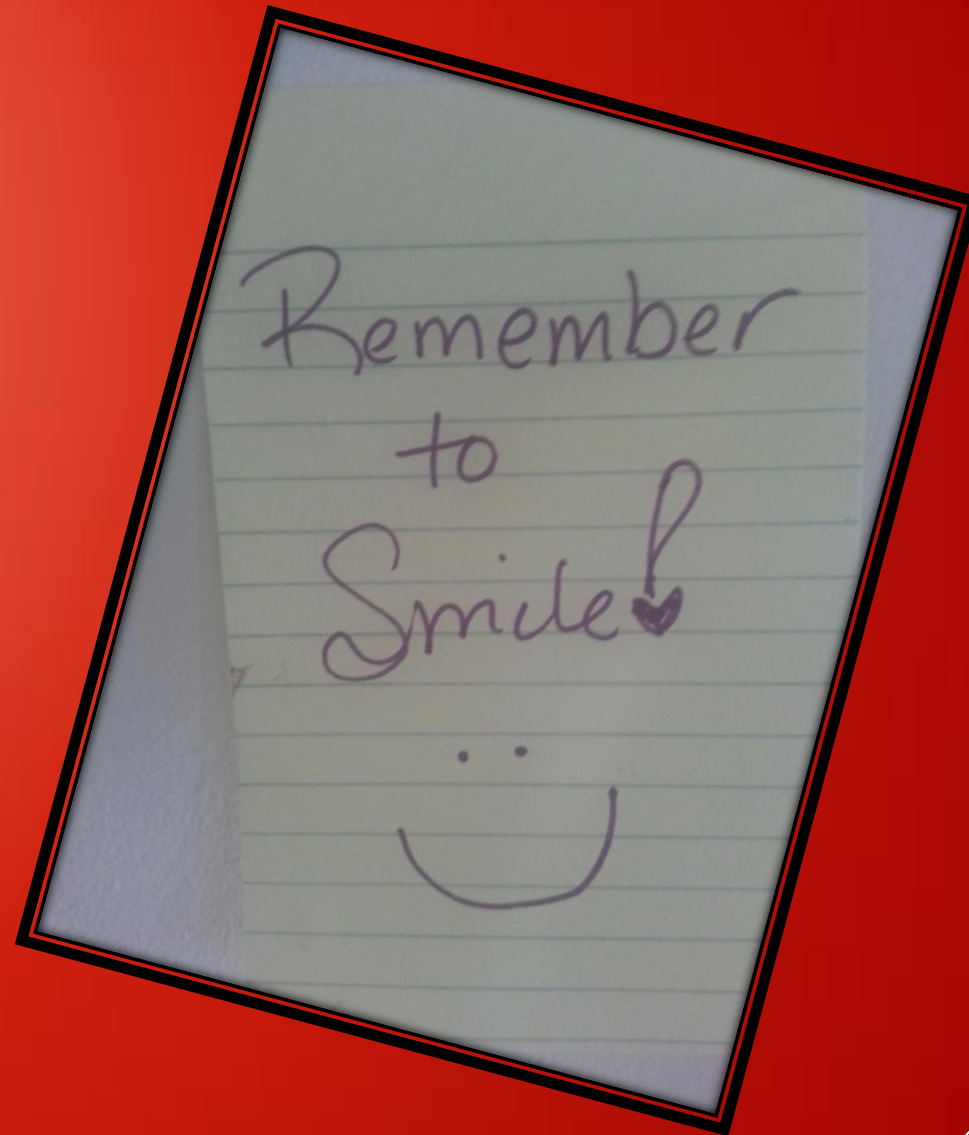


- ▶ Ask if documents are required (i.e.: licenses/certifications/education) and bring them with you!
- ▶ Carry extra copies of your resume.
- ▶ Do a “dry run” to the facility.
- ▶ Punctuality is essential, but don't be too early.
- ▶ Prepare a list of questions in advance.

- ▶ Dress for success – no short skirts/jeans/t-shirts/gym shoes, etc.
- ▶ No heavy makeup, overly scented colognes/perfumes.
- ▶ Earrings/Tattoos – cover them up.
- ▶ Handshakes and eye contact are key!
- ▶ Maintain good posture.
- ▶ Refrain from distracting behavior.

**FIRST IMPRESSIONS GO A LONG WAY!**

- ▶ Be friendly
- ▶ Be honest
- ▶ Be yourself
- ▶ Relax
- ▶ Smile



- ▶ Take time to think through your answers and be sure to answer each part of the question. Silence and pauses are ok!
- ▶ Ask questions to engage in conversation and demonstrate active listening.
- ▶ Monitor your communication skills (refrain from fillers).
- ▶ There is a fine line between cocky and confident. Be mindful of this.
- ▶ PRACTICE!
- ▶ At the end, clarify the next steps.

ANSWER QUESTIONS CONCISELY  
ASK GREAT QUESTIONS



- ▶ A small gesture goes a long way – send an email or thank you card to all involved parties.
- ▶ Do NOT repeatedly contact the hiring manager or recruiter to check on your pending status.







# QUESTIONS

For more information:

Email – [info@illinoisworknet.com](mailto:info@illinoisworknet.com)

Visit us at:

