

# Winning Interviews For Graduate School and Employment

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- I. Strategies that will help you succeed in obtaining a great job or admission into graduate school
- II. The interview basics
  - A. Be early; dress appropriately; smile, bring extra resumes
  - B. Be careful of fidgeting, tapping your foot, touching your face, nervous habits
- III. Research the prospective employer or graduate program
  - A. What do you know about the program or employer?
  - B. What do you know about the faculty/staff?
  - C. Is there anything unique about this employer/school?
- IV. Take a personal inventory: what are your strengths and weaknesses
  - A. Caution: Tooting your horn is important, but no one likes a braggart
  - B. How to handle your weaknesses
- V. Be prepared to answer: Where do you want to be in 5 years?
  - A. Don't be intimidated...be ready
  - B. Standard question #1: Tell me about yourself...the 'icebreaker' (career, strengths, examples)
  - C. Show enthusiasm, dedication and ambition through words and body language
- VI: Building rapport: project professionalism, self-confidence, relaxed energy, eye contact, facial gestures—practice talking in front of a mirror
  - A. Remember, it takes longer to undue a bad first impression than it does to make one!
  - B. Be a good listener (KEY TAKEAWAY)
- VII: A few good interview tips
  - A. Let interviewer finish question, control your biases, keep an open mind
  - B. Keep the interview on target, don't apologize
  - C. Focus on their needs (KEY TAKEAWAY)

**KEY TAKEAWAYS:** A great interview is like rock climbing; you only get better with practice. Review and practice over all of the points discussed above for a very successful interview.

**KEY TAKEAWAYS:** How to say thank you. Tell the interviewer how much you enjoyed the meeting and express your enthusiasm for the company/school. Make any final 'selling points' and establish the next point of contact.

## **Suggested WEB sites for more information on interviewing;**

<http://www.job-interview.net/>

<http://www.careercc.com/interv3.shtml>

<http://career-advice.monster.com/>

<http://www.quintcareers.com/intvres.html>

## **Clinical Questions to prepare for:**

- 1) Why do you want to get involved in PT/OT/PA/MD?
- 2) Why have you chosen UNM to apply?
- 3) Tell us about your experiences in PT/OT/PA/MD?
- 4) What LEADERSHIP experiences have you had?
- 5) What do you like most about the PT/OT/PA/MD profession?
- 6) What do you see as the role of a PT/OT/PA/MD?
- 7) What is your definition of wellness?
- 8) If you were a car, what would you be and why?
- 9) What features of yourself would be detrimental to this program?
- 10) What is your favorite movie and why?