**Disclosure of Relevant Financial Relationships**

USCAP requires that all faculty in a position to influence or control the content of CME disclose any relevant financial relationship WITH COMMERCIAL INTERESTS which they or their spouse/partner have, or have had, within the past 12 months, which relates to the content of this educational activity and creates a conflict of interest.

Dr. Jeffrey Vos declares he has no conflict(s) of interest to disclose.

**Course Objectives**

**Do’s and Don’ts For Acing your Interview**

- Purpose and Components of the Interview
- Interview Preparation
- Interview Etiquette: Meet & Greet
- Demonstration of Skills / Time with the Residents
- The Dinner
- Red Flags!

**Components of the Interview**

- Invitation (phone, Skype, e-mails)
- Initial Welcome with Host/Administrator/Recruiter
- Meet and Greet members of the Department, Hospital, etc.
- Demonstration of Skills
  - Teaching demonstration
  - Slide Drill (with one or more members of the department)
  - Surgical Pathology Exam/Knowledge Test
- The Dinner
- Follow-up /Thank you

**Purpose of the Interview**

- To get the job
  - You have sifted through job postings & applied to those that seem like a good fit
  - Already passed an initial qualification round (CV, phone interview, etc.)
- Interviewer’s standpoint:
  - To see if you can do the job & get along with the department
- Interviewee’s standpoint:
  - To see if the job & people are a good fit for you
  - To get to the next round of selection (job offer, 2nd interview, etc.)
Interview Preparation

- Treat it like an *Exam*
- It can be prepared for; research and self-study required
- There are right and wrong answers!
- How to prepare
  - Anticipate Questions
  - Have Questions ready for your Interviewers
  - Research the Institution
- Basics of every interview*
  - 1. Why do you want this job?
  - 2. Why do you want to come here?
  - 3. What do you bring to the table?
  - 4. Where do you see yourself in 5 years?

*Ducatman B, personal communication

Questions You Will Be Asked

(One Way or Another…)

1. Can you do the job?
   - What are your strengths and weaknesses?
   - What do you like most about pathology? Least?

2. Why do you want this position?
   - “I need a job” or “I like this part of the country” probably aren’t enough
   - The job matches your career aspirations; I want to teach, do research, etc.


3. Are you a cultural fit?
   - Many interviewers make a decision about whether or not you’ll fit in within the first 30 seconds of meeting you based on how personable you are
   - Interviewers remember candidates they like because they are thinking about whether or not they could work with you

4. Are there factors that would keep you from being successful?
   - Many questions can’t be asked, but your employer needs to get an idea if you would come, stay and be successful at this institution
   - Spouse will need a job? Kids/schools? The commute/driving? Etc.

Interview Etiquette

- Dress Smartly
- Handshake
- Eye Contact & Body Language
- Enthusiasm
- Be Memorable

Questions You Will Be Asked

(Dress for Success)

- Dress Smartly
  - Dress comfortably
  - Can’t really overdress
  - There is no informal time
  - Casual dress can send the wrong message (not serious about the job, disrespectful)

Firm Handshake

- An expected part of the greeting
- Should happen naturally, but it’s usually OK to offer your hand to your interviewer (regardless of gender)
- Some people can be quick to judge their first impression of you off a weak handshake…
Eye Contact & Body Language
How to Act

• With enthusiasm & interest
  • Appropriate preparation
  • Have questions ready to go
• Be Positive: Never focus on the negative of your current site
• Be memorable
  • When you leave, everyone you met should have the impression you really want to join their group & be a part of their department
• Be yourself
  • See comment...

“Selling Yourself”

• Social Desirability
  • Tendency to present oneself in a better light rather than be truthful
  • Fine line between showing your best side and exaggerating
• The interview gives you the opportunity to elaborate on your CV
  • Don’t assume everyone has reviewed your CV
  • Be ready to give some highlights when the opportunity presents itself
• Punctuate your strengths and/or accomplishments when possible
  • Research or QI projects you were involved in
  • Examples of conflict resolution, working through an difficult situation
• Be yourself, but be on your best behavior

Too relaxed?!?

• Ideally, the interview should be a friendly conversation rather than an nervous interrogation
• Being casual has its limits...

Too Personal?!?

• It’s good to offer a little personal information about yourself
• Refrain from delving into (highly) personal issues

Demonstration of Skills

• Academic institutions typically require a teaching seminar
  • Formal lecture to the department
  • Slide review at a multi-headed microscope
  • Large part of the job is to educate residents & fellows
• Private practice groups will often test the candidate
  • Glass slide exam
  • One-on-one or entire group slide drill
  • Participation in the group’s consensus conference (you speak first on each case presented)
  • Being able to “move glass” is a large part of the job

Teaching Demonstration - Tips

• Appropriate amount of material
  • Not being judged on the amount of knowledge you can convey, but how well you can teach
  • Less is more
• Engage the audience
  • Use questions to hold attention & promote learning
  • Ask, don’t tell
• Practice
  • May be the only exposure some dept members have with you
  • Opportunity to show passion for your role as an educator
• Run your topic by the Search Committee Chair

Time with the Residents

- From the interviewers’ standpoint, some of the most interesting information comes from these interactions:
  - Your guard is down (you’re among your own kind)
  - You may feel like your “off the clock” because no faculty are around
- Often informal lunch
- Short slide seminar
- Tour from the Chief resident
- Similarly, you may meet the staff, lab technologists, etc.

The Dinner!

- Possibly the most important part of the interview process:
  - Extended period of time in a less formal setting
  - Get to know each other a little better (more personal than interviewing)
  - An opportunity to see if you are compatible (2-way street)
- This should be enjoyable, but you’re still “on the clock”:
  - Try to show your personality
  - Find out about the city, extracurriculars and other points of interest (this could be your new home?)
  - Avoid extremes: Don’t be too open & Don’t be too reserved
  - Be mindful of how much alcohol you consume

Red Flags – Is the job right for you?

- High turnover
  - Predecessor(s) didn’t make partner; mostly junior staff
- The job isn’t doable
  - High expectations; limited resources
- Us versus them situation (strife in the department)
  - New people being hired to “replace” those chair doesn’t like
- Organization is in trouble or changing
  - Growth?; Flexibility?; Does there seem to be a plan?
- Something doesn’t feel right
  - Trust your gut instincts; people seem unhappy or unsettled

Final Advice

- Always, always be polite, interested & positive
- Don’t dwell on how awful your current situation is
- Hold it together for 1 Day!
  - Leave them thinking this is your dream job
  - Put the ball in your court to decide if you want the job once they offer it to you (ie, having more than one job to choose from is a good problem to have)
- Begin & End the Interview Process with Cordial/Appreciative Interactions (even if you know you don’t want the job)
  - Be aware of red flags during the interview to help avoid unpleasant surprises

Additional resources

- Mock interviews within your department
- Talk to your department chair or faculty mentor
- AMA website/literature/self-help books, etc.
Important Information Regarding CME/SAMs

The Online CME/Evaluations/SAMs claim process will only be available on the USCAP website until September 30, 2017.

No claims can be processed after that date!

After September 30, 2017 you will NOT be able to obtain any CME or SAMs credits for attending this meeting.