

Wisconsin Career Development Academy

Interviewing

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Career Development Coach



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About the Wisconsin Career Development Academy

ACHE-WI chapter has a virtual Wisconsin Career Development Academy. The chapter is providing quarterly skills webinars by subject matter experts for emerging leaders on career development. Subject matter experts will be available to answer/respond to members' questions and requests for information after the webinar. Articles and resources will be shared bi-weekly to all academy members. ACHE-WI members that complete all four webinars will graduate from the Academy and receive a certificate of completion at the Annual Conference.

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Leadership Development Academy - History

- ▶ 3rd Webinar in 4 Part Series
 - ▶ Pathway to Leadership
 - ▶ Resume Building
 - ▶ **Interviewing**
 - ▶ How to Position Yourself to Grow; the 1st 90 Days

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Presenters

Aaron M. Budd, MBA | Director - Radiology
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Interviewing Basics

- ▶ Research Company
 - ▶ Stats+ (MO Total, Sites of Care, Services, Publicly Reported Data, etc.)
 - ▶ Mission, Vision, Values
 - ▶ Leadership
 - ▶ Interview Panel (via LinkedIn)
- ▶ Dress Etiquette
 - ▶ Err on the Side of Being Over-Dressed/Conservative Dress
 - ▶ Dark Suit - White Shirt/Blouse
 - ▶ Closed-Toed Shoes
 - ▶ No Perfume/Cologne
 - ▶ Cover Tattoos
- ▶ Have Extra Materials (Resume, References, etc.)
- ▶ Arrive Early
- ▶ Stand and Greet (Firm handshake) Interviewers
- ▶ Be Enthusiastic, Good Body Posture, Smile, Use Appropriate Humor
- ▶ Speak Clearly, Distinctly and Slow
- ▶ Answer the Question that is Asked ONLY - Ask for Clarification if you Do Not Understand
- ▶ Ask "What are the Next Steps?"
- ▶ Follow-up with Thank You Note (Card or Email)

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Interviewing - Don'ts

- ▶ Easy Stuff...
 - ▶ Slouch
 - ▶ Avoid Eye Contact (Practice)
 - ▶ Tell Personal (Inappropriate) Stories
- ▶ Harder Stuff...
 - ▶ Be Overly Wordy
 - ▶ Pass on a Question
 - ▶ Bad-Mouth Current/Past Employer(s)/Coworkers
 - ▶ Panic
 - ▶ Seem to Eager/Desperate

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How to Prepare

- ▶ Remember all Different Types of People are Interviewing You
- ▶ Use Network to Understand Potential Questions/Tips About Interviewers/Organization
- ▶ Have List of Questions for Interviewers
- ▶ Be Yourself!
- ▶ R.E.L.A.X.



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Put Your Best Foot Forward

Based on your leading talents for each of the four impact categories, custom questions have been created for you to ask your manager during a coaching session or prospective employer during an interview. Apply each question to learn how the work culture will engage your strengths - to bring out your best. To assist you as you ask these questions, we have provided guidance in helping you listen for an environment most conducive to support your strengths.

Cognition	Questions	Listen for Culture Fit
✓	5. I am inspired by challenging problems that may intimidate others. What kinds of problems solving will I have the opportunity to do in this position?	Example of job demands that involve problem solving
✓	6. I like to brainstorm with smart associates to dig in and uncover the source of a problem. Are there committees or peer groups where I can participate to help improve the company's processes for getting work done?	Examples of groups/committees where associate can problem solve
Execution	Questions	Listen for Culture Fit
✓	7. I believe that risks are made for a reason and should be followed. What safety practices does your company enforce to protect associates and customers?	Identifies strict safety standards enforced by company
✓	8. I am most confident when a company follows clear, reliable practices for service delivery. As an associate in this position, what systems or processes are in place to help me deliver quality work on the job?	Identifies processes applied to improve service quality

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Questions to Expect/Ponder

- ▶ Why Are You the Best Person for This Job (AKA - Why You are Interested in the Role and Why They Should Choose YOU?)
 - ▶ Be Prepared To Say Nice Things About Yourself
 - ▶ Rehearse Your Answers (in Car, with Partner, etc.)
 - ▶ Know Your Resume and Tell Your Story
- ▶ How Would You Live Up to the Mission; Demonstrate the Values?
- ▶ What Do You Like Most About Job/What Motivates You?
- ▶ Know your Strengths/Weaknesses
 - ▶ Ensure your weakness are not red flags such as procrastination or lack attention to detail; rather overly optimistic or hard on myself
- ▶ Tell Me About a Time.... BE SPECIFIC!!!
 - ▶ ... Made a Mistake
 - ▶ ... Demonstrated Strength
- ▶ Question: Is it ok to have a short list of projects on a notepad to reference during performance-based interviews? (For personal reference in case one blanks) **YES**

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Good Fit for Role/Organization

- ▶ How to Manage Obscure or Illegal Questions
 - ▶ Do you want to work for this organization?
 - ▶ You are interviewing them as well
 - ▶ How did you feel when asked inappropriate questions? - Red flags

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What I am Looking for in a Candidate?

- ▶ First 10 - 15 minutes have an idea if it is good candidate
 - ▶ How concise are you in telling me about yourself and background
 - ▶ How engaging are you - are you positive, enthused, likeable
 - ▶ Did you interrupt me
- ▶ I look for interpersonal skills.
 - ▶ How strong of a communicator are you? Very few notes about actual content.
 - ▶ Do you choose your words carefully or do they just fly out without thought?
 - ▶ Are you a team player? Will you be flexible, promote positivity, and be easy to work with?
 - ▶ If you have these, and the core knowledge/skill for the job, most technical aspects can be developed.
 - ▶ If I get the sense that you have played a role in promoting or allowing negativity to exist in past organizations, this is a red flag.

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Audience Questions

- ▶ Thoughts on key experiences to highlight in interview responses when interviewing for executive leadership positions
- ▶ Others?

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