



A Guide To Crushing Your Job Interview

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You finally found it—a posting for the job of your dreams just hit the Internet. Congratulations! But don't celebrate for long—now the work really begins. It's time to secure that healthcare job you've been pining for. To help you get started, we've compiled a list of six tips that will help you crush your next home care job interview.

1. Let Your Resume Make A Great First Impression

If you're like most healthcare providers, you already know the areas you like most and the ones that you like least. So you must ensure the agency you are considering offers opportunities in your particular niche.

Your resume is most likely the first thing a potential employer will see before deciding whether or not to bring you in for an interview. You absolutely should not cut corners when it comes to your resume.

Follow these tips to help you create the most effective healthcare resume:

Tailor your objective to the job you are applying for

Review the job description carefully and select key words that you can pepper into your objective to help you stand out from the competition.

Be sure to list your education and scholastic achievements in chronological order

Also remember to include every single license and professional certification you hold. To ensure you show off everything you've learned, use our checklist below:

- List all degrees you have earned from post-secondary institutions
- Include the the title of your license(s) and certification(s)
- Be sure to include the full name of any certifying body for your license(s) and certifications(s)
- Include license or certification numbers if necessary
- List the date you obtained the licensure or certification, as well as the expiration date, if necessary

Be very specific when listing healthcare experience and skills

When describing past work experience, be sure to include all duties and responsibilities you've handled for previous employers. While some skills may not seem healthcare related, they may be worth mentioning. For example, past experiences in customer service or excellent soft skills like excelling in communication are valuable for most any medical profession. Do you speak more than one language? Have multiple specialties? When in doubt, include it! Your resume is intended to set you apart from other applicants, so use it as a way to sell yourself and how you're different and valuable.

Proofread...Proofread Again...Then Have Someone Else Proofread Your Resume

Never underestimate the importance of proper grammar, formatting, spelling and punctuation. Details matter, and your future employer will appreciate that you took the time to ensure everything is perfect. Remember, one glaring error could be all that separates your resume from the trash can or a call for an interview.

Always Use a Professional Email Address

This one may seem obvious, but you'd be surprised how many people use an old email address like baby123@yahoo.com on their resume. If you don't have a professional sounding email address, it's time to create one. Next, be sure the email address is spelled and typed correctly on your resume so the employer can contact. It's a smart idea to check your phone number for any typos, too.

Include a Cover Letter

An often overlooked step in preparing a resume for submission is the healthcare cover letter. Though cover letters aren't required for every job posting, your efforts toward going the extra mile will not be overlooked. Writing a cover letter is a great way to make your application stand out—remember to expand on what you're interested in and the reasons you think you'd be a good fit for the company.



2. Anticipate The Interview Questions You Will Be Asked

Two words—BE PREPARED. While no two job interviews are the same, there are many popular interview questions you're likely to encounter. Be prepared to answer the following more common interview questions. It's also wise to do a little online research and see if you can find more sample interview questions for the specific job you have applied for.

- **What are your goals? Where do you see yourself in five years?**
- **What are your strengths and weaknesses?**
- **Why should I hire you?**
- **Why do you want this job?**
- **What are your salary expectations?**
- **What skills or experience do you have that will help you succeed in this position?**
- **Tell me about yourself and your work experience?**

3. Dress To Impress and Arrive on Time

Though scrubs may be standard workwear in the healthcare industry, professional attire is essential for a healthcare job interview.

Women should wear clothing that is dressy, but not overly formal. A blouse with dress slacks or a skirt is a great option, as is a professional dress with a blazer. Neutral colors are best, along with conservative pumps or flat shoes.

Men should wear a properly-fitted suit or a button-up shirt with slacks, a belt and a pair of dress shoes. A tie is a great option, as long as you avoid novelty prints or loud colorful options.

This one is a given, but you'd be surprised how many candidates arrive late to an interview. It's important to show up at least 10 minutes before your scheduled interview. And if you're unsure if your interview will be in person or conducted virtually, it's important to confirm those details well in advance to avoid any misunderstandings.

4. Do Your Homework on The Company

With so much information readily available via the internet, it's easy to do your homework on the company before you even step inside the building or hop on an video interview call. Check out the employers website, and in particular, be sure to look at the press room or recent news links, the company's annual report, and any information you can find related to the company's history, mission statement and core values.

5. Sell Yourself Like A Pro In The Interview

Statistics say you only have 30-60 seconds in a job interview to make a first impression on a recruiter. So be sure to use that first minute of your interview wisely! You can do by creating an elevator pitch that highlights your experience and professional achievements that align with what the company is looking for. Be sure to focus only on things that will help you get the job.

6. Stay At The Top of Their Mind

It's common knowledge that most first interviews with a company are considered a screening interview to ensure you're a good fit for the position and the culture of the business. The period after a first interview is important for a couple of reasons. First, it gives you the opportunity to follow-up as a professional and reinforce your interest in the position and the company. Second, it's a chance to elevate yourself as a candidate by keeping your name fresh on the interviewer's mind. Third, taking the right steps after an interview can show eagerness for the job, which can often be a deciding factor if you're being closely considered against other candidates.

So what is the proper way to follow up with your interviewer? An email or handwritten thank you note expressing your appreciation for the interview is always considered a classy move.

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