**Interview Guidelines**

**Before the Interview:**

* Prepare by learning as much as you can about the organization via their website.
* Practice writing and verbalizing your answers to questions related to the job opening.
* Prepare to answer behavioral interview questions. Give specific examples of when you demonstrated particular behaviors or skills. The STAR answer technique includes stating the: **S**ituation or **T**ask, **A**ction you took, and **R**esults you achieved.
* Know the date, time, address, directions, and name of the interviewer. Plan to arrive 15 -30 minutes early in case of unexpected delays.

**During the Interview:**

* Offer to shake hands at the beginning and end of the interview. Do not sit until the interviewer offers you a chair or seats himself first.
* Dress professionally for the interview. Conservative clothing like dark pants, a solid, colored pressed shirt, and close - toed shoes, are good choices for the health care field. Pay careful attention to grooming details including nails and hair. Jewelry should be very minimal and small. No low-cut blouses.
* Pay careful attention to the interviewer’s questions. If clarification is needed, state what you think the interviewer asked or ask for more information before responding.
* Show enthusiasm, sincerity, tact and courtesy. Address the interviewer as Mr. Smith, Ms. Lopez, or Dr. Khan, unless they tell you otherwise.
* Salary and benefits should be left to the interviewer to bring up. Generally, the interviewer will not want to discuss salary until she has formed a favorable impression of the interviewee. It is helpful to find out what the position pays when you are researching the organization prior to your interview.
* Bring a pen and pocket notebook to write information down that may be given to you and to make notes to yourself after the interview for self-improvement and follow-up.

**After the Interview:**

* Send a thank you email or letter to the interviewer(s) within 24 hours.
* It is a good idea to obtain business cards of the interviewer, before leaving the interview.
* When writing the thank you letter/e-mail, be sure to mention at least one topic discussed during the interview.