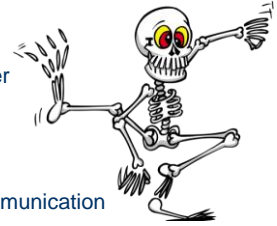


“What to Do and NOT Do on the Interview Trail”

September 23, 2009
Class of 2010

Anatomy of the Interview Process

- Communication
- Pre-Interview Dinner
- Interview
- Post-interview Communication



Communicating with Programs

- How much is too much?
 - Calling to confirm: acceptable
 - Calling every day to confirm: too much!
- Asking questions
 - Don't be scared to ask
 - Make sure you're prepared BEFORE asking
- Program coordinators are important!



The Bag

- What to Carry
 - Briefcase style bag
 - Leather (or similar) portfolio
- What NOT to Carry
 - Purse
 - Back pack
 - Anything with a logo



What to Pack (and bring to the interview)

- Hygiene/Grooming
 - Travel size hairbrush or comb
 - Breath mints
 - Chapstick
 - Pain-killer of choice (Tylenol, Advil, etc.)
 - Anti-diarrheal/indigestion medication
 - Travel size tissue pack
 - Pocket mirror
 - Tide to-go or Shout wipes
- Ladies
 - Tampons
 - Extra panty-hose
 - Barrette or hair band



What to pack (and bring to the interview)

- Portfolio
 - CV and Personal Statement
 - Pen and paper
- Miscellaneous
 - Power bar
 - Cell phone (with sound off)
 - SAO phone number (for emergencies or last-minute requests)



What to pack (but leave in the hotel)

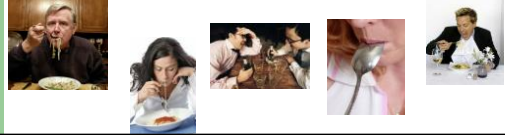
- iPod (and other electronic devices)
- Shoe shine sponge or kit
- Sewing kit
- Interview journal
 - Immediate thoughts and reactions
 - Record important names
 - CiM: Residency Evaluation Guide



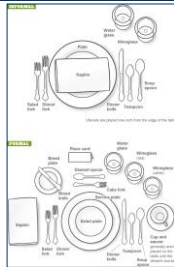
Dinner

• What NOT to do

- Drinking before finishing the bite in one's mouth
- Putting food in or taking the silverware out with the inside curve of the utensil instead of the outside curve (like the picture above)
- Placing personal items on the table such as keys, cell phone, or purse
- Touching your head or face while eating
- Talking about your food preferences (likes or dislikes) during the meal
- Leaning on the table with your various body parts, including arms, elbows, or chest



Dinner Etiquette 101



- The "b d" rule
- Moving from the outside in
- Buttering and Cutting
- Napkin basics

Dinner

• What to Do

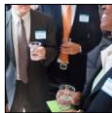
- Take cues from most senior host on the following:
 - What to order (price range/alcohol)
 - When to start eating
 - Which utensils to use
 - When it is ok to dip/share



Small Talk

• What to do

1. Be the first to say hello and introduce yourself
2. Learn names
3. Ask open-ended questions
4. Stay focused. Maintain eye contact.
5. Listen more than you talk
6. Watch your body language-shoulders back and act confident and comfortable!
7. Accept a business card as a gift. Hold it in both hands and take a moment to read what is written on it.
8. Before entering into a conversation that's already in progress, observe and listen.
9. Have a few exit lines ready



Be prepared for...

- Ordering wine
- How to excuse yourself to the bathroom
- The obligatory kiss on the cheek (or both cheeks)



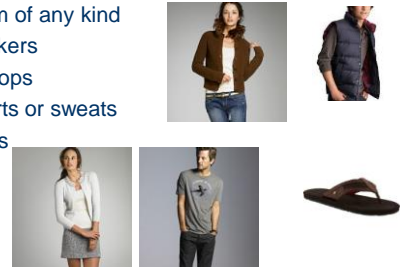
Pre-Interview Dress: What To Do

- Casual = Business Casual
- Men
 - Slacks or non-denim pants
 - Collared shirt (tie optional)
 - Blazer or sweater optional
 - Shave!!!
- Women
 - Slacks, skirt or dress
 - Collared shirt, blouse, or sweater set



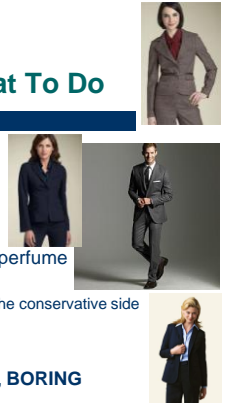
Pre-Interview Dress: What NOT To Do

- Denim of any kind
- Sneakers
- Flip flops
- T-shirts or sweats
- Shorts



Interview Dress: What To Do

- Black, Navy or Dark Gray Suit
- White or light-colored shirt
- Close-toed shoes
- Neutral hosiery
- Minimal jewelry, make-up and perfume
 - Wedding band – your choice
 - Non-standard piercings – err on the conservative side
- Hair pulled away from face
 - Don't forget your haircut!!!
- Conservative, non-memorable, **BORING**



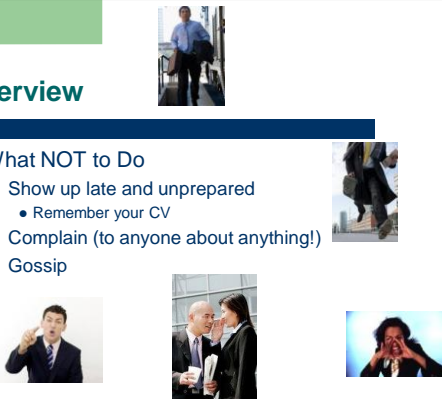
Interview Dress: What Not to Do

- Loud colors and designs
- Go casual (no tie, no jacket)



Interview

- What NOT to Do
 - Show up late and unprepared
 - Remember your CV
 - Complain (to anyone about anything!)
 - Gossip



Interview

- What to Do
 - Come prepared to talk about you and the program
 - Arrive on time
 - Smile and thank departmental coordinator for arrangements



Types of Interview

- Panel

- Chaired by Program Director
- Includes Attendings, Residents, Fellows, and Staff
- May include all applicants at once



- Individual

- One on one short meetings with members of Dept
- Most will not have read your application/CV



Handling Illegal Questions



- What to Do

- Answer honestly if comfortable
- Deflect with humor and grace

- What NOT to Do

- Get defensive
- Lose your cool



Thank You Notes



- What NOT to Do

- Form letter/mass mailing
- Emailed thank you notes



Thank You Note

- What to Do

- Use simple and quality cardstock
- Handwritten and mailed within 1 week of interview
- Personal and specific to program and addressed to Program Director



Need Help?

- What to Do

- Call or Email Meredith or Allison
- mszumski@mednet.ucla.edu or 310.825.3970
- ajones@mednet.ucla.edu or 310.267.1104



Good luck!

