

PPES and HCA Collaboration Infographic: Interviewee Checklist

GET TO KNOW THE ORGANIZATION:

- What is the organizational structure?
- What are the roles and responsibilities for Athletic Trainers (ATs) at this organization?
- Can you provide examples of how ATs practice at the top of their scope?
- What are the organizational retention strategies?
- What is the 5 year and 10 year vision of this organization?

ESTABLISH A PERSONAL CONNECTION WITH INTERVIEWER

- What is your favorite part of working at this organization?
- Can you describe your leadership style or the leadership style of my supervisor?

UNDERSTANDING THE ORGANIZATION'S BENEFITS

- What benefits does this organization provide to ATs?
 - PTO, sick time, family pay, bereavement
 - health, dental, vision
 - retirement
 - short term and long term disability
 - Family Medical Leave Act (FMLA), maternity/paternity leave
 - work/life balance
 - continuing education/license reimbursement/NATA membership dues
- What additional resources does this organization provide?
 - mental health
 - DEIA offerings
 - Employee Assistance Programs
 - tuition reimbursement
 - loan repayment opportunities
 - employee referral incentives
- What opportunities are available for growth, development, and advancement?
 - general employee offerings
 - leadership classes
 - additional certifications

UNDERSTAND THE ROLE

- How is my performance measured?
- How often is feedback presented and in what manner?
- What are the expectations for this position's contributions to the organization?
- What does employee recognition look like?
- Are there additional certifications needed or preferred credentials for this position?
- Is there a relocation package?

Behaviors:

TO DO:

- Prepare – research organization. Research the key leaders and supervisors
- Dress in business attire
- Be early, know travel plan to arrive on time
- Be attentive, engaging and conversational
- Bring a pen and pad of paper for note taking
- Be aware that some employers look at your social media content
 - evaluate security settings on your social media profiles
 - perform an internet search of yourself to see what results yield from a public computer
- Send a thank-you note and/or email
- Have questions ready
 - if I were not accepted for this position, are there any additional action items I can take to apply next time?
 - Reflection of resume- points of concern
 - What is the timeline for filling this position?
- Consider the purpose of your questions: are they monetary/benefit based or position/ organization based?

WHAT NOT TO DO:

- Do not chew gum.
- Do not act too casual; maintain your energy throughout the duration of the interview, including meals.
- Do not share personal information unless it directly pertains to the position.