

# PPES and HCA Collaboration Infographic: Interviewer Checklist

## **HAVE A COMPLETE COPY OF RESUME, LETTER OF INTEREST, AND APPLICATION; REVIEW IN ADVANCE**

- Get to Know the interviewee's background:
  - Education
  - Passions
  - Previous work experience
  - Previous clinical experience
  - Management style
  - Additional certifications that they possess and desire to obtain

## **DISCUSS THE ORGANIZATION'S VISION AND MISSION STATEMENT:**

- Review organization's vision and missions statements
  - How this role fits within the vision and mission
- Why this organization exists/creation of the organization
- If you are not the owner of the business: Why do you believe in this organization?

## **OUTLINE OPPORTUNITIES FOR GROWTH, DEVELOPMENT, AND ADVANCEMENT**

- Career growth and goals
- Career advancement
- Opportunities for professional education

## **DEFINE THE ROLE & EXPECTATIONS**

- Overall job position
- Daily roles
- What are the expectations for this position's contributions to the organization?
  - Work-life balance (provide examples within organization)
  - Discuss inter-professional collaboration/partnerships
- How do you recognize an employee's accomplishments?
- Are there any measurable metrics used and how are they gathered?
- Benefits and Compensation Package (HR or business owner depending on organizational structure)

# Behaviors During an Interview

## WHAT TO DO:

- Prepare – Call References before interview if possible (This may be a job for HR depending on organizational structure)
- If virtual interview then make sure technology is working properly prior to meeting
- Meet them at the door
- Have printed supplies ready if applicable
- Have refreshments available
- Be attentive and conversational
- Be prompt in your follow-up regardless of extending an offer or not
- Clearly outline the next steps of the process

## WHAT NOT TO DO:

- Don't ask about personal life/information (illegal!)
  - Ex. military service, political or religious affiliations
- Don't act too casual
- Don't talk about your personal life
- Don't over promise