



Applying for a *Job* at WakeMed

Job Interviews

be prepared ... then relax!

A job interview can sometimes be the most stressful part of pursuing a new job. WakeMed Health & Hospitals understands that – we conduct thousands of interviews a year. However, if you know what to expect and how to prepare, you have the opportunity to really shine at your interview. Here are some tips we've put together to help you prepare and relax.

What are the first steps in preparing for an interview?

You need to know all about the company where you are interviewing, so be prepared and do your research:

- > Visit our website so you know who we are.
- > Understand our mission statement, vision and values, and consider how you can personally help us achieve our goals.

Try to relax before the interview:

- > Use a relaxation technique that works for you, such as deep breathing.
- > Don't worry, it's normal to be a little nervous.
- > Remember, you're here because we want to talk to you.

Be prepared to answer commonly asked questions:

- > What qualities and skills will you bring to the organization?
- > Why should we hire you?
- > What are your strengths / weaknesses?
- > How do you handle conflict in the workplace?
- > Tell about a time when you were faced with a tight deadline for a project and how you handled it.

You can offer examples, but follow these rules:

- > Answer the question directly and don't go too far off the topic
- > If you don't understand the question, speak up and let us know
- > Don't speak negatively about previous employers, managers or co-workers

What else is important to keep in mind the day of the interview?

Know the facts:

- > Interviewer's name and number
- > Time, date and place of interview
- > Interview format (individual or group)

Plan ahead:

- > Know where you're going and how to get there (keep both traffic and parking in mind).
- > Arrive no more than 15 minutes early, but...
- > **Don't be late!**
- > Have several copies of your resume and reference information with you.
- > Turn off your cell phone and/or Blackberry.

Make sure your appearance is appropriate and professional:

- > Don't wear jeans.
- > It's always better to be over-dressed than under-dressed.

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Interviews

continued from front

How can I make a good impression during the interview, even if I'm nervous?

Remember these basic rules of conversation and interaction:

- > Speak clearly.
- > Use eye contact.
- > Smile.
- > Have good posture.
- > Offer a firm handshake.

Say the right thing:

- > Tell us about accomplishments that are related to the position you are applying for.
- > We want to know why you're interested in this job, this organization, at this time in your career.
- > Be prepared to state a salary range, or a minimum amount you are willing to accept.

What should I do at the end of the interview, and should I follow up afterwards?

- > Shake hands at the conclusion and thank the interviewer for their time.
- > Send a thank-you note or e-mail immediately following the interview to the people who interviewed you.
- > If more than two weeks has passed without any contact, follow up once more with your contact person from the interview.

With proper interview preparation and planning, you can increase your chances of a job offer. Do your homework, and then you can enjoy sharing your skills and enthusiasm at the interview. Good luck!

If you have more questions, you can find a full list of frequently asked questions about employment at WakeMed Health & Hospitals listed on our Web site, www.wakemed.org.

Thank you for your interest in joining the WakeMed Team – the Best Minds and the Biggest Hearts in the business!