

Chapter 1 : Interview Questions For Health Care Professionals

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Thank you for joining us. Thank you for having me today. But one of the things that I look at is their body language. Do they come across as extremely confident or overly confident? Your handshake is another very big important thing that comes across to me when I am interviewing a candidate. I want to make sure that the person I am shaking hands with has a nice firm shake: So that also says a lot to me. By any chance do you have a copy of your resume. As a matter of fact, I had some questions about your resume that I wanted to ask you. So the next point I want to talk to you about is resume content. We do look at it. We will ask you questions about it and you need to be able to speak to it. To piggyback off resumes, I would want you to know your strengths. You know, it tends to be a stressful time for both people at this process. So, Vince, that about wraps it up for me. Do you have any questions? I do actually add a few that are prepared. So you should always have three questions prepared. Have them written down. It is OK to bring a notebook with you. One question that I always ask an employer is: How long have you been here and why do you stay? This opens up a nice dialogue. How long have you been with Fox and what keeps you here? My second question I have for you: Could you describe the company culture for me? Lastly where do you think the company setting five years? The last tip that I would suggest is to always follow through with a thank you. Whether it be an email or an actual thank you note. You could find a thank you card that actually has a horse on it and send that to them. I do like handwritten notes, but email is completely acceptable. Kristie, thank you so much for the opportunity today. What would be the best time frame for me to follow up? Well, I hope that you found this video useful and enjoyable.

Chapter 2 : Preparing for a Job in Healthcare

Today, jobs in health informatics are plentiful. But that doesn't mean they're easy to get. Here are the two most common paths to employment for those looking for a career in the fast growing field of health care informatics.

View Larger Image [Tips On Preparing For Your Healthcare Job Interview](#) As in any other industry, it helps for healthcare professionals to come into a job interview prepared, not playing it off the cuff. Job interviews are rarely enjoyable. Preparation is the key. Going in knowing what you will say, how you will look and what you want out of the job can go far in making an interview a success. Perhaps the best advice is to hire a professional. Going through a recruiter for a healthcare job has many advantages, if you find the right one. That said, we at Samstaff have helped many people prepare for interviews. These are some general tips to keep in mind before the big interview day. Plenty of information is available online for most companies. Healthcare has a wide variety of businesses, and each will have its own culture. Sources such as LinkedIn and other social media can help you learn useful information. If you learn something interesting about the company – an award won, a new business initiative – take the time to mention it in the interview. It demonstrates you have real interest in the job. **Get Ready For Questions** This is where a recruiting professional can really help you out. There are certain questions, or some variation of them, you can expect. But recruiters, who often know the human resources person conducting the interview personally, can provide real insight into what to expect. **Address Gaps** Go in prepared to address any gaps in your resume, as these will almost always get asked about. Perhaps you took time off to go back to school or for your family. They may assume the wrong thing. Plan an outfit that shows you put thought into how you present yourself, and always take the time to look professional. Come to the job interview with a few questions about the business, based on your research of the company. This indicates you are serious about the job. Consider asking about work culture, expectations, potential challenges and rewards. Going to a job interview is not the most fun way to spend an hour or two. But interviews are necessary to move forward with your career. Consider hiring a professional recruiter to guide you through the process. Whether you do or not, keep these tips in mind. By samstaff Editor T

Chapter 3 : Tips On Preparing For Your Healthcare Job Interview | SamStaff

Preparing for a Job in Healthcare. Whether you're a student looking for a career path or a veteran of the workforce looking to make a change, the healthcare industry has a lot of job options.

Additionally, the improved quality of life in America has also increased the need for qualified healthcare professionals. If you want to land a job in this thriving field, heed the advice below. Create My Resume Experience Matters Nurses are perhaps some of the most sought after professionals in the healthcare industry. To get a job as a nurse, hands-on experience is necessary in addition to having a degree in a particular nursing specialty. In fact, many nursing students jump at the opportunity to work at hospitals and clinics while they study, simply to bolster their experience. Prospective students can actually help registered nurses in a hospital setting by taking basic measurements, administering medication, and handling advanced equipment such as monitors for the heart and respiratory system. Colleges that offer nursing programs often partner with local hospitals, making it convenient for students to get hands-on experience. Similarly, students specializing in geriatric nursing should treat elderly patients in clinics and hospitals. Broaden Your Search to Get a Job In Healthcare If you have a specific degree in healthcare—say, a radiology degree—you should sometimes consider broadening your horizons to find the perfect job. It takes a wide range of people to make a healthcare facility run smoothly. After all, many hospitals and research universities have their own radiology departments that need qualified technicians. Similarly, some radiology jobs may be available in mobile medical units that provide healthcare for poor communities and other people in need. Individuals holding radiology degrees can therefore seek jobs in major non-profit organizations that provide medical care and other relief efforts all over the world. It might seem obvious, but some graduates holding healthcare degrees can actually find jobs in the very place where they received their training. Major universities often need assistants that can help professors teach specific courses, especially those involving hands-on experience with working on specialized equipment. Sign Up for Volunteer Work Volunteering is one of the most effective ways to enhance a resume for recent graduates holding a healthcare-related degree. Students studying emergency care services can gain valuable real-life experience by volunteering for the local paramedic forces. By doing so, these aspiring healthcare professionals can get hands-on experience dealing with emergency situations, while also providing life-saving support. Simply watching other paramedics perform their duty can help any EMS student in the long run. Volunteering for major organizations such as the Red Cross or Doctors Without Borders is guaranteed to impress hospitals, clinics, and other medical facilities. Similarly, recent physical therapy graduates can boost their reputation by volunteering for efforts that help wounded and disabled U. Create a Well-Written Resume Trying to find a job in the growing but competitive healthcare industry can be a thrilling and challenging experience. But writing a resume that perfectly highlights your skills and qualifications can also be challenging. The award-winning builder makes it easy to write a well-written healthcare resume in a matter of minutes. Additional Resources for Jobseekers:

Chapter 4 : Best Healthcare Cover Letter Examples | LiveCareer

Experience Matters. Nurses are perhaps some of the most sought after professionals in the healthcare industry. To get a job as a nurse, hands-on experience is necessary in addition to having a degree in a particular nursing specialty.

Interview deal-breakers are usually subtle and frequently overlooked by the job-seeker. You can prepare all you want by learning the right answers, but do you know how to avoid the wrong ones? What is Your Desired Salary? The key here is to do your research. Know what others in the field, with similar education and experience, are making. Know what you have to make to survive, but wait to haggle until you have an actual offer. I want to make as much as possible. An impressive salary is the reason you get into health care, right? But, of course, the more the better! I believe that my five years of experience in the field plus the additional health care certifications I earned last year add to my value as an employee. However, I got into health care to make a difference, and salary is secondary to working at a job I love. What is Your Greatest Weakness? This is a classic trick job interview question. Do you try to turn a weakness into a strength? Do you claim to have no weaknesses? The key here is to be honest, but not too honest. Use specific examples to show how you have overcome a weakness during a challenging time to show that while you may not be perfect, you have the skills to get the job done. I can be stubborn, but that just means I want to get things done and get them done right! During my first month at my current job, I had a tendency to be relatively shy and not speak up for myself. Instead of taking the blame, I spoke to the DON and showed her how I was at work that day and the patient was discharged before I was on call. Even though I was nervous, I knew I was not to blame and wanted the truth to be known. Since then, I have been much better about speaking my mind. Be prepared with concrete illustrations that paint you in the best light possible. Oh, I always get along with everyone! I once worked with a doctor who developed very different treatments plans that I would. I used to lock heads with a fellow nurse in the INCU ward. Our personalities did not mesh. After three months of arguing, I pulled her aside and asked her to lunch. At lunch, we talked about our differences and why we did not get along. It turns out, it was all about communication. We communicated differently and once we knew that, we began to work well together. I believe that talking a problem through with someone will help solve the issue. Many job-seekers dread this important question. Be very careful when answering this question as your interviewer will want to hear that you are interested in a new job for the long run. I started to feel restless and bored at work. I felt ready for a change of pace and a new environment. Why Should We Hire You? This question seems simple enough and you would think that an interviewer could answer it simply by looking at your resume and reading your cover letter. However, an interviewer wants to hear it from you. Why do you stand out from everyone else? I have eight years of experience in radiologic technology performing a number of procedures. I also love my job and enjoy working with patients. I always have great relationships with my colleagues. I have an advanced degree in health administration as well as five years of experience has the head of the nursing department at John Smith Hospital. I am comfortable as a leader and follower and have served in both positions. Thus far, over a dozen health care professionals have become volunteer patient advocates. Despite what you may think, this is not the time to butter-up an interviewer too much. Express interest in areas that really matter to you. Do your research first so you can show your desire for the position. Plus, I am ready to move on from my current job. Smith for his research on breast cancer. I like the atmosphere of the hospital as well as the chances to advance my nursing career. During school, my favorite professor was also a nurse practitioner here, which is how I came to know and admire the facility. I learned of your recent philanthropic endeavors and was very impressed by your efforts to reach out to the community as a whole. As a nurse, I have a desire to care for all patients regardless of ability to pay and I admire that your clinic never refuses to serve anyone. What Are Your Career Goals? And your answer better be flawless. Hiring a new employee is a big investment, and an interview wants to know they are investing their time and money wisely. In 10 years, I see myself as a nurse practitioner. I would like to attend school at night and on weekends while I work. I enjoy working in med-surg right now, but I would like to end up in pediatrics eventually. I imagine that I will continue my work as a radiologic technologist for at least five more years. I love the field of radiology and would like to move up in

the field either through expanding my education or gaining on-the-job experience. I would like to challenge myself by taking a leadership role , perhaps the head of a department, one day while still maintaining a clinical role working with patients. Interviewers want to know what makes you tick â€” this includes things you like and dislike. If your favorite part of your last job was charting and you are interviewing for a job in medical records , an interviewer will be thrilled that your interests match the job description. However, if your favorite thing was charting and there is no charting involved in the job you are vying for, an interviewer may be curious as to why you are applying. I really enjoyed working with patients and providing care. I especially liked working with elderly patients because they can teach you so much. I felt that I had worked diligently on the med-surg floor for 10 years and the promotion was well-deserved. I also enjoyed the challenge of supervising my fellow nurses, though I always tried to remain a peer rather than an authority figure. Not preparing questions is a definite no-no. Think about what is important to you and ask honest questions about it. If you really want to work somewhere where your co-workers feel like family, ask how the work environment is. Interviewers are usually happy to answer questions because they want you to get as much out of the interview as they do. What is the work environment like? Do you spend time with your colleagues outside of work? What kind of team-building activities do you participate in? Describe Your Biggest Failure. What Did You Learn? I once missed an important deadline a few years ago. While serving as hospital administrator in my last job, I endorsed a bid to take over a neighboring hospital which was floundering. I went through every step meticulously and was sure the deal would go through. However, they other hospital pulled out at the last minute after I has virtually guaranteed my board members that the deal would be settled. For months, I was looked down upon by the board and co-workers. Earn Your Nursing Degree! Campus or Online Programs â€” Featured Opportunity Do you enjoy working with people and helping them feel better? When you pursue a degree in nursing, you can learn how to help people get healthy and stay healthy.

Chapter 5 : Preparing for a Healthcare Job Interview - www.nxgvision.com

The stakes are high in any job interview, but in health care, the interview questions can be especially tough. Employers want to be sure they're getting the best of the best, so they don't throw many softballs.

Searching for employment in the medical field is not as difficult as one might imagine. What do you need to know? Being polite, possessing charisma and a good personality is very important! Every business has customers and in the medical field, patients and want their employees to provide the best possible customer care. **How To Land An Interview: The Initial Phone Call** Answer the phone with a smile the person on the other end will feel the warmth in your tone. Avoid unprofessional voicemails and ringtones. No rap songs as ringtones. Also avoid unprofessional emails. **Helpful Tips for Ladies** Brightly colored nail polish and long nails are not appropriate for the medical field. You are not in a modeling contest; the only colors you should wear to an interview are dark blue, black, or gray. The earrings you choose to wear should be no bigger than the size of a dime. No rings unless a plain wedding band. If you choose to wear a watch, choose only a sport watch **Scrubs and Beyond** has them. Your shoes are importantâ€”if you decide to go with formal attire, make sure you wear short heels, closed toe and black. When you wear your scrubs, you will obviously not wear high heels. In that case, wear white sneakers make sure they are very clean! Once you are hired, you can then choose to wear your festive holiday scrubs, your bright pinks and flowers, your butterfly scrubs, etcâ€”as approved by your facility. **Helpful Tips for Gentlemen Guys**, your shoes say a lot about you and your cleanliness. Make sure they are black, with no stains or dust. Please polish them up. If you do not feel comfortable wearing a suit to your interview, a white shirt with dark pants and a very simple tie will work just fine. Your hair should be brushed back. Nothing can be covering your eyes. **General Interview Tips** You will want to appear clean, professional, and polite. The color of your hair is very important! Do not die your hair bright purple, or orange, or bright red when you are not a natural redhead or neon green! Stick with only natural hair colorsâ€”you are now a healthcare professional and working in the medical field. Do not wear any facial piercings! Smokers, please refrain from smoking a few hours prior to the interview, as the smell of smoke is very strong and can linger on your clothes. Before heading through the front door, remember to breathe in and breathe out onceâ€”and remind yourself you are more capable than you know! **What Do You Do Next?** Walk straight to the reception area and introduce yourself: He scheduled an interview with me at 9. Once the doctor or office manager comes to meet with you, you must immediately get up from your seat and firmly shake their hand. Be confident and friendly. Ladies, you may choose to gently cross your legs or sit upright with your knees together. Guys, sit up straight and rest one hand close to your knee if you choose. Make sure you are prepared with at least 5 copies of your resume; if more than one person will be conducting your interview, you must give each member of the team a copy and keep one for yourself. Maintain eye contact, and do not look around the office you you may become distracted. Make sure you keep the conversation light and show your teeth! Do not be afraid to smile. Ensure you show a friendly attitude and always be professional! After the interview concludes, wait until the doctor or office manager gestures for you to stand or actually states that the interview is over. Do not get up before. Again, shake hands and express your gratitude for the time they offered you. Do not be afraid to ask when you should expect a call back. When you are waiting to hear back from the facility, do not grow anxious. A hiring process can typically take up to two weeks in some cases especially if there are background checks, drug screenings, or physical examinations that need to be done. Have faith in yourself and expect good news! Thank you for reading these interview tips. We are happy to assist our students prepare every step of the way from externship to hire. Apply Now for our January Classes.

Chapter 6 : Healthcare Industry Cover Letters | Hospital Jobs Online

Transcript. Kristie: Hi my name is Kristie Mendenhall and I am a manager of the university relations department here at FOX Rehabilitation. I've been with the practice for about seven years now and over the course of my time here I have interviewed and screened a numerous amount of candidates, from administration departments up into clinical leadership.

Although you never know what type of questions you may be asked on an interview, these are the type of questions that give many health care professionals problems. It is very important to be prepared for an interview. During the course of an interview, you may be asked 30 questions or more. Just one bad answer can stand out and cost you the job. Make sure you are well prepared and have good answers to the typical health care interview questions. We will now go over the interview questions for health care professionals. We also provide effective answers to these questions. Interview questions for health care professionals You never know what you will be asked on a job interview. The following interview questions for health care professionals will help you prepare. You need to be able to answer all questions truthfully and professionally. Here are the interview questions and answers: Can you tell me why are you considering leaving your present job? Regardless of the reason, do not bad mouth your current employer. Negativism will always hurt you. How do you handle stress and pressure? I am used to working in a demanding environment with deadlines, and enjoy the challenges. We have met several candidates. Why are you the one we should hire? Give definite examples of your skills and accomplishments. Be positive, and emphasize how your background matches the job description. Also let them know if you have advanced knowledge that might interest them. What do you know about our company? This question is used to see if you have prepared for the interview. Candidates that have researched the company are more appealing. Companies like prepared, organized candidates. What are your greatest strengths? Be positive and honest. I have successfully lead numerous teams on difficult projects. I have an excellent ability to identify and maximize each of my staffs strengths. Tell me about your greatest weakness? It is very important to give a strength that compensates for your weakness. Make your weakness into a positive. I sometimes skip the small details. For this reason, I always have someone on my team that is very detail oriented. What are your goals for the future? Hopefully these typical interview questions for health care professionals will help you. It is important to customize the answers for your specific background and experience. Now that we have gone over the interview questions and answers, you need to be aware of important resources that can make your job search easier and more thorough. Knowing how to answer the interview questions for health care professionals is very important. Also important is to utilize all of the resources that you can in your job search. We have found that they consistently deliver a quality product, and highly recommend them. Without a quality resume, you could lose out on interviews. Resume Blaster will email your resume to over , employers, recruiters and headhunters that are hiring right now. They get your resume in front of decision makers. Resume Robin will post your resume to over 75 of the most popular job boards. It only takes 5 minutes. It would take you days to post your resume to each of these boards one at a time. Considering the time these services can save you, they are very reasonably priced. We highly recommend you take a look at them. If you have any questions about the interview questions for health care professionals, please contact us.

Chapter 7 : How to prepare for healthcare job interviews

Job interviews are rarely enjoyable. But they don't have to be anxiety-ridden experiences. Going in knowing what you will say, how you will look and what you want out of the job can go far in making a job interview a success.

What you often do not see are the administrators for these facilities, the people who work behind the scene to keep these health care centers functioning smoothly. What are administrator jobs like, what are their salaries and how can you prepare yourself for a job as a health administrator? This ultimate guide to health administration careers can help you learn the answers to those questions. Health administrators, also known as medical and health services managers, supervise people, solve problems and make critical decisions. Additionally, with the changing face of health care, administrators must be prepared to deal with the integration of health care delivery systems, technological innovations and an increasingly complex regulatory environment. But, individuals who choose this career have a wide variety of career paths open to them. Large facilities, such as medical centers, may function with several layers of administration. In large health care facilities, such as hospitals or in organizations such as the U. Department of Veterans Affairs VA, several assistant administrators will be in charge of areas such as surgery, therapy, and nursing. Other assistants may be responsible for medical records and health information services. There will also be other managerial personnel in non health care related areas. Smaller facilities, such as nursing homes, will have a senior manager with responsibilities for most operational areas. Managers in the healthcare sector have varying responsibilities, qualifications, salary range, and work hours depending upon education level and time working in the field. For instance, entry-level administrative positions may include marketing assistants, operating assistants, project consultants and managers, health provider representatives and accountants. Mid-level positions may include all the above and department managers, case managers, managers of ancillary services such as laboratory and radiology departments, ambulatory care managers, contract negotiators and controllers. Senior-level positions may include chief executive officers, chief operating officers, chief financial officers, senior vice presidents and vice presidents for various sections and services. Medical and health services managers held about, jobs in About 38 percent worked in hospitals, and another 19 percent worked in offices of physicians or in nursing and residential care facilities. Many of the remainder worked in home healthcare services, Federal Government healthcare facilities, outpatient care centers, insurance carriers, and community care facilities for the elderly. Job opportunities will be good, especially for applicants with work experience in healthcare and strong business management skills. Medical and health services managers with experience in large hospital facilities will enjoy an advantage in the job market, as hospitals become larger and more complex. Competition for jobs at the highest management levels will be keen because of the high pay and prestige. Most healthcare management positions go to graduates of health administration programs. While health administrators earn competitive salaries, they also must tolerate unusual work schedules. Health care is an around-the-clock business, and often fraught with emergency situations. Along with handling budget and staffing matters, administrators must attend numerous meetings. Depending on the size of the organization, administrators may be required to travel extensively to meet with board members, oversee other facilities or attend industry conventions. That said, this job can provide a satisfaction that few other jobs may provide. Excitement, travel and the ability to keep a health care business running smoothly might prove a dream job for many individuals. What do you need to do to prepare for a job as a health administrator? High school students can prepare for an undergraduate degree by loading up on courses in English, math, social studies and science. Some background in a foreign language, particularly Spanish, could prove helpful as well. The basic college curriculum in healthcare administration covers management theory, concepts, and skills, and an overview of the health care industry. These programs are designed to teach students leadership, financial management, economics, law, organizational behavior, quantitative analysis methods, and planning. Other programs, such as the Master of Health Services or a Master of Medical Informatics, lead to specific jobs within the health management field. When evaluating candidates for entry-level management positions, employers look for the same characteristics as they would for any manager in a career. You need an appropriate level of education,

some work experience in the field, general management and leadership skills, business planning skills and a fit with organizational objectives. One way to achieve some of these goals outside college is to volunteer or apply for internship positions with health care providers to supplement education and to enhance your resume. Because programs vary from college to college, it is best to investigate as many as possible. Be sure to check out grants and scholarships as a way to help pay for that college education. And, stay tuned to various job resources to stay on top the ever-changing demands in the health care field. Below is a carefully compiled list of accredited institutions offering such programs to help you meet your career goals. You will receive rigorous online training, including assignments, reports, presentations, and group projects all designed to help you develop the proficiencies you need to find solutions in real-life healthcare situations. Kaplan also offers an MBA in healthcare management as well as a Master of Science in health education. These programs are designed for students who want to advance their careers with in the healthcare system and thoroughly explore biostatistics, finance, and strategic planning. Ashford has become a major providers of online education, with programs spanning multiple industries and education levels. Students of this accredited degree program learn to critically examine and evaluate issues, and incorporate the latest theories and contemporary practice applications through their studies. Phoenix also offers MHA specializations in gerontology, health education, and health informatics. [Click Here](#) The MA in Healthcare Administration degree program from Grand Canyon University is an advanced graduate degree that prepares students for careers as hospital administrators or other types of healthcare managers. Grand Canyon University is a interdenominational Christian university based in Arizona. Numerous health careers should be available to graduates of this program, including jobs available in healthcare supplies, health insurance, health policy, and much more. Walden also offers two other similar degrees:

The health care industry is known for focusing on behavioral interview questions so make sure to properly familiarize yourself to these types of interviews. With adequate preparation and research, you will get through your job interview with ease and grace.

Alamy If you like a challenge and no two days to be the same, then care work may be the perfect path for you. Most people go through life gaining experiences which are invaluable to this type of work, such as good communication skills, empathy and the ability to think on your feet. Can you describe what you think a care worker does and what type of people or groups you might work with? Maggie Hennessy, associate director of social care and education at HR company Penna: Roop Bhumbra, director of social care at Hays recruiters: It will also allow employers to find out if you have the softer skills and values for social care. The best example will show how you have listened to colleagues and supported them. Highlight positions of responsibility you had and how you supervised others. Preparation is key here so have an example that clearly shows why team working was important and how your skills influenced the positive outcome. Stephen Wilson, managing director of a care at home company, Social Care Alba: That shows you have no understanding or recognition of when a situation is complex or needs to be handled sensitively. They need to show they can do the job empathetically, encouraging the individual to do as much for themselves as possible, while offering support. The most important thing is to always communicate. Show you understand what needs doing, but highlight that you would give the person the choice as to whether they want to have a bath or go to the toilet, for example. It shows us the candidate has a deep understanding of the role. You may then delve deeper into your areas of expertise in your answer. Refer to specific regulations or guidance, acknowledge why the legislation is important and how you would use it in the role. If you felt concerned, what would you do? For example, you need to look around at their surroundings; does the person look cared for, do they have somewhere clean to sleep, do they have food and water available, are there signs of abuse, and have there been any behavioural changes? The care worker would need to speak to the person to see if they reveal anything, and if they have ongoing concerns, report it to their manager. It is common with such questions that interviewees get distracted answering the first part and forget about the second. Interviewers are not solely looking for case details; they want you to talk about the end result for your service user, and your role in delivering the outcome. Give an outline of the case, but place emphasis on how you were sensitive to the best interests of the service user in your actions and the outcome. Browse Guardian Jobs for your next career step. The social care careers and training hub is funded by Skills for Care. All content is editorially independent except for pieces labelled advertisement feature. Find out more here.

Chapter 9 : How to Get a Job in Healthcare | Jobs | LiveCareer

Thorough preparation prior to your job interview will help ensure your success in getting the offer, or at least get to the next step of the job interview www.nxgvision.com interview is a sales presentation, and the product is you.

Waiting until the night before to do your homework will almost guarantee an interview nightmare the next day. The key to a successful interview, one that could potentially land you a job, is preparation. Begin preparing two to three days in advance. You should begin preparing for an interview at least two to three days before the date you plan to meet with an employer. This gives you plenty of time to select the appropriate attire, research the company, and go over practice questions. You also have a chance to familiarize yourself with the office location in case you are unfamiliar with the area. Preparing a route ahead of time will let you know how much time to allow in order to get to your destination promptly. Every job seeker should have at least one business suit to wear to job interviews. You should look clean, neat and professional. Choosing your attire before the interview will give you time to iron it and have any alterations that may need to be handled well in advance of your interview. Now that you know what you are wearing to the interview, it is time to learn more about the company. Knowing about a potential employer gives you a slight edge over other candidates. What services do they offer? What is required of the position you are applying for? This not only shows that you did your homework, but it also proves to an employer that you are genuinely interested in the company. Also, becoming well-versed in the duties of the position for which you are applying will allow you to relate your skills to the job. Make sure your resume is up-to-date. If you have been asked to provide a resume, make sure that yours is up-to-date, printed on resume paper, and that you have at least five copies with you the day of your interview. You may not always need extra copies, but it is always better to be safe than sorry. Practice interview questions before your interview. It is a great way to prepare your responses so that you can answer your interviewer confidently and quickly. Preparing your answers ahead of time will put your mind at ease because you will know exactly what to say. The health care industry is known for focusing on behavioral interview questions so make sure to properly familiarize yourself to these types of interviews. With adequate preparation and research, you will get through your job interview with ease and grace. Waiting until the last minute to try to pull it all together is a big mistake often made by headstrong job seekers who think they can wing it during an interview. Prepare today and you just might have a job tomorrow.