

Interview Checklist- Do's and Don'ts

DECISIVENESS (Judgment and Coping)

Explanation: Assessment dictated his ability to employ the "scientific method" both in academic or occupational and in the goal, every day settings. The scientific method is a 3-step process requiring the candidate to 1) accurately state a problem, 2) verbalized alternates solutions to problems, and 3) summarily chest each of the alternative solutions to inappropriate resolution to the problem.

Problem solving ability is an integral part of the positions clinical performance.

Sample questions:

DECISIVENESS (Judgment)- What course or instructed her or employer or employee, etc... he had most difficulty with? Identify the specific problem. What solutions to the problem did you consider? Why did you choose a solution you did and making a final solution?

1. If you practiced the hospital was low stairs or tear would you stay or lead? What would you consider in making your decision?
2. If you were refused hospital privileges, how we do resolved issue?
3. If you diagnosed a 14-year-old patient of yours as being pregnant, Ho sheet her parents the informed?

DECISIVENESS (Coping) - What is the most stressful situation you have experienced in her life? What steps to take result problem? Are you satisfied with her solution to the problem?

1. What release mechanism do you presently using combating stress? Are they effective?
Explained.
2. What are your alternatives if you are not admitted to _____? Which alternative is most logical one for you? Why?
3. Now that you are a physician, how will you respond if your spouse and children demand more time?

KNOWLEDGE OF MEDICAL PRACTICE AND MEDICAL ISSUES

Sample Question: What are the main benefits you anticipate experiencing once you are a physician? How do you plan to address the disadvantages?

1. What would do most like to see changed in the clinical aspect of medicine?
2. What is your view of malpractice, abortion, the national health insurance plan, etc. ?
3. Through what sources have you acquired knowledge of medical practice and its broader issue? Which source has had the most impact on your knowledge? Explain.

AFFECTIVE EVALUATION

Explanation: Though this is not a specific item on the interview rating form, it is important to assess a candidate's ability to interact effectively with others because all to close relationship with clinical performance.

Sample question: Site a specific example of an instance where you have felt particularly effective in working with another person(s). Describe your role.

How was important to do a person(s)? How much time did it take?

1. Does anyone privately confide in you? Site a specific problems she/he raised and explained how you helped resolve problem.
2. Have you ever been a role model? In what way a profoundly affected the other person?
3. You ever profoundly affected another person's behavior?

Other simple questions: What other traits do you especially admire/detest in others?

1. What are your strongest/weakest traits? How are you attempting to improve your weaker traits?
2. How do you spend your leisure time? Hobbies?
3. Why did you select podiatric medical school you did?
4. Have you performed independent research worked? Explain.
5. Describes some of your most meaningful leadership experiences.

PREPARATION FOR INTERVIEW:

1. If using an interview rating form, be very well-versed on the contents.
2. Use your office or on the other possible room for interviewing.
3. Decide what topics, number of topics, transition questions from one topic to another.
4. Reminder so to talk as little as possible as your main function is that of obtaining information from the candidate.

OBTAINING INFORMATION

1. Devise a specific plan you intend to follow and order to maximize information call for on the interview rating form optimizing the relationship. Do you plan to primarily probe the candidate strength and weaknesses? Do you plan and open ended or specific answer questions? You may wish to initiate conversation by raising a topic, which is uncomfortable to you.
2. Actively listen! Resisted temptation to comment. Periods of silence and able a candidate to think.

VERBAL BEHAVIOR OF CANDIDATE

1. Assess logic a candidate's initial statements.
2. Candidate answer questions completely? If not, either restate questions or ask for clarification.
3. Does he/she excessively use time-buying phrases or behavior?

NONVERBAL BEHAVIOR OF CANDIDATE

1. Look for inconsistency between nonverbal cues and that which the candidate verbalizes.
2. The face is the most tell tale nonverbal area. Cues are less revealing as you move down the body.

3. Look for nonverbal cues that indicates sharp change in the motions such as sudden crossing of the legs, leaning back in chair, clasping or rubbing of hands, clearing throat, change of vocal pitch, "swallowing Adam's apple", etc. You may wish to mention observation and briefly probe its meaning to the candidate.

PROBES

1. Silence is the most important probe. Allows candidate to reveal (and you to assess) his/her thought patterns.
2. Verbal and/or nonverbal encouragement is advisable. Examples: "That's interesting", "Would you clarify", "Would you elaborate", smiling, nodding of head...
3. Delayed probe- asking a question which enables the candidate to relate his/her previous statement(s) in the context of present.