Interviewing tips and etiquette

Ewa Schafer, MD, FAAAAI
NorthShore University HealthSystem
Clinical Assistant Professor, Pritzker School of Medicine
Vice Chair for Outpatient Specialty Quality and Operations, Department of Medicine
Division Head, Allergy and Immunology

Interviewing Tips

• Be on time!
• Dress professionally
• Be yourself
• Be honest
• Show equal respect
• Practice
Interviewing Tips

• Do your research.
  • Know the institution / practice/ position you are interviewing for.
  • Be current on any research subjects you have been involved in.
  • Know your CV
  • Who is interviewing you?
  • Prepare questions

• Be proactive re any Red flags on your applications

Body Language

• Eye contact
• Deliver a firm handshake or elbow bump
• Smile
• Sit up straight and try not to fidget

• Resources: [Ted.com Amy Cuddy Power Poses](https://www.ted.com/talks/amy_cuddy)
Additional Tips for virtual interviews

• Know the platform
• Practice with your camera and microphone settings
• Ideal background is distraction free
• Dress professionally
• Be aware of facial expressions. There is limited body language to help in their interpretation.
• Pause before speaking

Top 10 interview questions

• Tell me about yourself.
• How would you describe yourself?
• What makes you unique?
• Why do you want to work here?
• What interests you about this role/organization/practice?

• What motivates you?
• What are you passionate about?
• Why are you leaving your current job?
• What are your greatest strengths?
• What are your greatest weaknesses?
Tell me about yourself

• Start by discussing your current situation
  • Current roll
  • RELEVANT achievements and responsibilities
    • I am currently a 2nd year fellow who has a passion for teaching. I recently was awarded the resident teaching award for the 2020-21 academic year.
    • I am currently a 2nd year fellow who prides themselves in outstanding patient care. I volunteer at a free clinic taking care of asthma patients twice a month.

• Work backwards
  • Any previous experiences that have helped you prepare for the role?

• Connect with your background, interests and qualifications
  • How does your experience or your goals make you a top choice for the position?

More probing questions

• What would nurses, hospital/office staff tell me about you?

• Tell me about a time you disagreed with an attending (or senior or fellow). What was the situation and how did you handle it?

• What have been your favorite/least favorite parts of your job?

• What do you do in your spare time?

• Describe the culture or environment in which you are most productive and happy.

• Tell me about a time you had to deal with a particularly difficult patient. What was the situation and how did you handle it?

• Tell me about a time you were under a great deal of stress. What was the situation and how did you handle it?
What if you don’t know how to answer?

• Buy yourself a moment to think
  • Take a sip of water.
  • Compliment the question
    • I am so happy you asked that.
    • That is a really great question.
• Repeat the question
• Answer the question. Avoid saying “I don’t know”

Interview tips – Is this the right fit for YOU

• Do you see yourself working at the place of interview?
• Is this a replacement role? Is this an expansion of a practice?
• Do you think you will get along with your future co-workers?
• Is it the right culture?
• Is it the right location?
• Did you meet the key people you would be working with? If not, why not?
Interview tips – avoid

• Bad mouthing
• Fidgeting
• No questions – there is always something to ask.
  • What are you looking for in a candidate?
  • Why do you choose to practice with X practice?
  • What drew you to your role?
  • What can you tell me about the culture?
  • What is your time frame for hiring?
  • How do you envision the role I am interviewing for?

Interview tips – follow up

• Send a SHORT follow up email within 24 hours to each interviewer
• Express interest
• Try to mention something from the interview if there was a good discussion.
  • Example: I had a resident candidate send me a follow up link on a business school topic we discussed in their follow up email.
• Be sincere
• The world is small do not burn bridges.
Thank You!
Network your Way to your Dream Job

Vivian Hernandez-Trujillo, MD, FAAAAI
Allergy and Immunology Care Center of South Florida
Director, Division of Allergy and Immunology Nicklaus Children’s Hospital
Fellowship Training Program Director, A/I
Miami Lakes, FL

Conflicts of Interest

- Member of AAAAI Practice Management Committee
The Art of Networking

• The earlier you start to network the better but... it is never “too early” or “too late” to start networking!

• Medical students- AMSA- or Residents interested in a particular field should get involved in their organizations- specialty sections- local journal clubs/ regional/national

• For Allergists- AAAAI FIT committee, NAIA committee, Committees areas of interest- Practice Management Committee

• Practice Management Workshop offers opportunity to network

Leverage your Mentors

• Mentors are essential

• Who is a mentor?
  • Research mentors, Training Program Directors, Anyone willing to be

• Open communication early on in training- discuss what your “dream job” looks like

• Mentors can “open the door” to introductions, job interviews
Put yourself out there - Use of Social Media

• LinkedIn
• Twitter Account - Make up an interesting handle!
• Facebook
• Instagram
• TikTok

• Do not underestimate power of social media - you never know who can help you get your dream job

Networking 101

• You can achieve what is important to you!

• Prepare and prioritize the items important to you - know what your “non-negotiables” are

• Practice makes perfect - Be confident but not arrogant
• Dress for Success
• Read the book “Getting to Yes” by Fisher, Ury, Patton
Your Dream Job….Know what is important to you

• Make a list of important things for you

• Type of practice: Private versus Academic versus Pharmaceutical versus Hybrid

• Location

• Compensation- it is not all about compensation

• Benefits

The marathon versus the sprint....

Life is a marathon, not a sprint

What if you have to settle?
Make the best decision and work hard to build your dream

It can take time to get to your dream job
When your Dream Job Doesn’t Exist

• Don’t Panic!

• Think outside the box

• Join sessions at PMW addressing type of jobs you may be interested in—“Joining Academic and Private Practice”

Promote your value

What gets you excited?

Food Allergy
Drug Allergy
Primary Immunodeficiency
Promote yourself

• Meet leaders in your area of interest- attend specialty meetings and reach out about interesting patients

• Volunteer for projects in your area of interest for Committees

• Don’t be shy!

• Follow-up after initial contact

CV Maintenance

• Keep CV updated

• Add activities regularly:
  • Media interviews
  • Lectures
  • Committees
  • Posters
  • Publications
  • Textbook chapters
When things don’t go as expected

• Think outside of the box

• Be creative

• Consider a new model—working with an institution as a clinical educator or private academic practice—volunteer

• Some programs are undergoing change

Teamwork
Summary

• You can achieve your dream job!

• Reach out to your mentors and meet new mentors to help you care for patients – form a network

• Get involved locally in journal clubs, in regional meetings and nationally- AAAAI-FIT, NAIA, ACAAI, AAP Section of Allergy/Immunology and the AAAAI Committees, FIT, NAIA and leaders to help you start off strong

Take Home Message

• Don’t be scared to start something new or join an existing practice- promote yourself and your value

• Reach out to your mentors, old and new, for advice

• Use AAAAI practice management resources and attend Practice Management Workshop yearly

• This is your opportunity to create your dream job
Thank You

Vivian Hernandez-Trujillo, MD
(786) 646-9280
www.sflallergy.com

Allergy and Immunology Care Center of South Florida, LLC
Promoting yourself and your practice
Building Bridges to other specialties
Douglas H Jones, FAAAAI, FACAAI
Director of Rocky Mountain Allergy at Tanner Clinic
Layton, UT
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There is plenty to go around...mindset shift

- Break out of the “hospital mentality”
  - What do I mean by that? Ego, competition, territorial...
- Even though ENT’s and FP’s have started allergy testing and AIT, doesn’t mean we have to have a competitive relationship, again focus on collaboration and where you can add value
- Take care of people and they will take care of you

Use ABAI to your advantage

- When preparing for the ABAI or doing CAP program, make that preparation useful and look for ways that you can develop unique skills and expertise
- Learn some of the immune pathways that most allergists have long forgotten or potentially never learned
- Better to use and maintain skills than to lose and regain those skills
Mutual respect and professionalism

• Help other doctors (GI, Dermatology, Pulmonology, ENT, PCP’s etc) understand how you can serve their patients and not take their patients

• Do not undermine other professionals
  • Non-confrontational, non-competitive, just show how you can genuinely serve
  • “You have done a really great job and I agree with a lot of it. Let’s see if I can put a fresh set of eyes on it with a slightly different emphasis and come up with some ideas to help.”

• Send the other doctors a letter or your SOAP notes or make a brief call to ensure continuity of care

Building rapport, builds relationships and bridges

• Rapport is power

• People like people who are like who?
  • People like people who are like themselves or who they would like to be

• Rapport is created by a feeling of commonality, but be genuine as fake destroys rapport

• What is rapport? Relationship of responsiveness

• How do you build or create rapport?
Building rapport with the 6 P’s:
Proper Prior Preparation Prevents Poor Performance

- What conversations are going on in their heads (both doctors and their staff)
  - What are their challenges/obstacles/pain points?
  - How, specifically, do you help alleviate this or help them through the challenges/obstacles? What value do you add?
- SWOT analysis for rapport
  - Strengths: where you can help serve their patients?
  - Weaknesses: be vulnerable, but it is an opportunity to see how can they help your patients?
  - Opportunities: what opportunities exist by working together?
  - Threats: what threats are posed by an antagonistic relationship?
Rapport: Visit

• Doctors
  • Listen and speak their language and reassure collaboration vs competition
  • Take material so they know who you are, what services/value you add, how are you unique, how to contact you
  • Think of a case presentation (e.g. aspirin desensitization or immunodeficiency) where you could add value and not challenge them
  • Send a Thank You

• Their staff
  • Ask of their challenges and be compassionate
  • Ask what the best way is to contact them for referrals
  • Take a fruit basket and leave them with materials
  • Send a Thank You