

# Interviewing tips and etiquette

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## Interviewing Tips

- Be on time!
- Dress professionally
- Be yourself
- Be honest
- Show equal respect
- Practice

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## 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

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## 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](#)

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## 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

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## 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?

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## Tell me about yourself

- Start by discussing your current situation
  - Current roll
  - RELEVANT achievements and responsibilities
    - I am currently a 2<sup>nd</sup> 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 2<sup>nd</sup> 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?

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## 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?

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## 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”

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## 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?

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## 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?

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## 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.

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# Thank You!

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# Network your Way to your Dream Job

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## Conflicts of Interest

- Member of AAAAI Practice Management Committee

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## 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

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## 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

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## Put yourself out there- Use of Social Media

- Linked In
  - Twitter Account- Make up an interesting handle!
  - Facebook
  - Instagram
  - TikTok
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- Do not underestimate power of social media- you never know who can help you get your dream job

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## 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

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## Your Dream Job....Know what is important to you

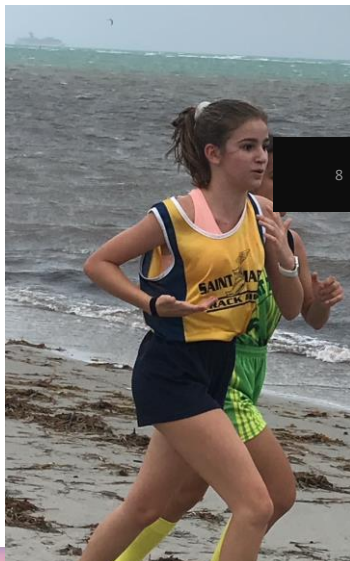
- Make a list of important things for you
- Type of practice: Private versus Academic versus Pharmaceutical versus Hybrid
- Location
- Compensation- it is not all about compensation
- Benefits

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## 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

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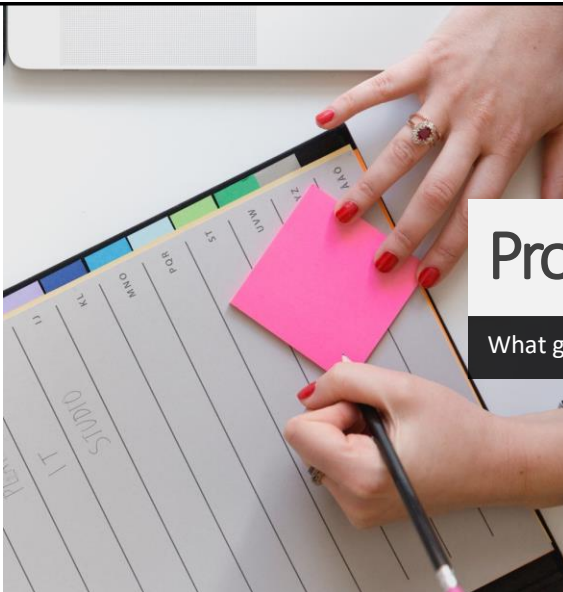
# When your Dream Job Doesn't Exist

- 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"

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## Promote your value

What gets you excited

What is your special interest?

Food Allergy

Drug Allergy

Primary Immunodeficiency

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## 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

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## CV Maintenance

- Keep CV updated
- Add activities regularly:
  - Media interviews
  - Lectures
  - Committees
  - Posters
  - Publications
  - Textbook chapters

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## 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

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## All about

## Teamwork



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## 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

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## 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

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16



# Thank You

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# Promoting yourself and your practice Building Bridges to other specialties

Douglas H Jones, FAAAAI, FAAAAI  
Director of Rocky Mountain Allergy at Tanner Clinic  
Layton, UT  
24 July 2021

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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

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## 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



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## 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

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## 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?

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## 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?

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## 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

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