



Interview Techniques & CV Writing: A DiT experience

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Finding a direction and a job to match...

- The natural progression from internship through RMO to SRMO/Registrar positions - finding a future direction and job to match requires a CV and usually a job interview
- What to do, where to go, what career path do I want?



Planning

- What job/s am I interested in
- How many jobs to apply for
- Developing (or polishing) a CV
- The application
- The offer
- The fun part - the clothes and the shoes



Picking the job helps with the interview

- The 'no brainer' -
 - If you like the advertised job and are interested, you will be more likely to come across well in the interview
- Don't fake your interest in a job.
- Apply for more than one position if you can
- Discuss, liaise, network with everyone you can now and ever after



CV

- Have a CV and keep it current
- Keep in mind many job applications are now semi-structured CV questions but it is still important to have a CV



CV

- Simplicity is key
- List the key areas that show you want the job. eg previous experience in the area.
- Example (mine - be warned!!!)



CV

- Length is important
- You don't need to send copies of your term reports in your application
- Referees:
 - Ensure they are happy to be a referee
 - Name and letter from person (or semi-structured forms to fill in)
 - Related to job your interested in
 - Have 3-5 referees



The application

- Do so early as the computer system can be problematic especially close to closing dates
- Have copies of all applications sent in. Things can get lost and they often do in NSW Health!!
- Once sent, check your email regularly (not manically...!)



You get an interview!

- Early preparation will help
 - Know a bit about the hospital & Area Health Service (including location, demographics)
 - Know why you want to go there?
 - To mock practice or not?
 - Interview training



Interview Day

- Arrange the day off with your current job asap
- Get a good night sleep the night before
- Plan out what you will wear, where to go and where to park
- Get there early - do not be late



Interview Day

- What to wear?
 - Be comfortable but look good
 - Clean shoes
 - Suit / Tie / Dress
 - Jewellery
 - Hair
 - Makeup
 - Smile



Interview day

- Don't be rushed
- Have a copy of CV with you, copy of previous term reports, certificate folder, degree etc
- Identification (100 point check)



Interview day

- The panel
 - Mix of clinical & administration personnel
- The introduction
 - Shake hands
 - Smile
 - Body language



Interview day

- Questions they may ask
 - Why do you want the job? Why this hospital/AHS & are you willing to rotate?
 - Clinical scenario & clinical experiences to date
 - Conflict resolution
 - Clinical governance
 - Research interests
 - Strengths & weaknesses
 - Do you have any questions for the panel?



Tips

- Beta blockers/benzo's/gentle sedation...!!!!
- They need you!
- Know thyself - show you are a good doctor but more importantly a good person who is willing to learn
- Relax but be prepared
- Sparkle a little bit



Questions
