

# Interviews & CVs: What They Want

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## Overview

- The Process of JMO Recruitment:
  - Timeframes
  - Application details
- Before the Interview
- The Day of the Interview
- The Interview itself
- Follow up
- Discussion

## My Background

- Obstetrician & Gynaecologist at Sutherland/ St George Public Hospitals, Kareena Private Hospital
- Involvement in RANZCOG registrar selection process
- Involvement in JMO recruitment
- At an estimate since 2003:
  - Over 1000 CVs
  - Over 600 Interviews

## Timeframes

- Late July- Advertising of positions
- Late Aug- Applications close
- Early Sept- Interviews start
- Mid-Sept- Job offers- likely to be staggered (diff dates for diff specialties)
- Mid-Oct- Written offers
- NB- some Colleges different

## Application Details

- Online
- Possible technical difficulties
- Meet closing dates

## Recruitment Principles

- EEO
- Essential and desirable criteria
- 3 areas that contribute to selection:
  - CV
  - Interview
  - Referee check

## Before the Interview

## a CV is:

- The first impression you give
- An opportunity to persuade your reader you can do the job
- A sample of your communication skills
- The ONLY opportunity you'll get to be short-listed

## CV

- Brief and to the point
- Pay attention to layout
- Essential and Desirable criteria need to be demonstrated (cover letter)
- Personal information may be interesting, but not too relevant in an application
- Appropriate to attach written references and term reports

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## CV

- Contact details
- Objective / Mission Statement
- Qualifications & Registration
- Employment history
- Publications / Presentations
- Committees / other professional activities / skills
- Hobbies?
- Referees with contact details

## Contact Details

- Obvious but.....
- Make sure you give contact details for where you're going to be when interviews are offered
- lovegoddess\_69@hotmail.com vs  
firstname.lastname@dr.nswama.com.au

## Objectives

- Make them realistic
- Mean them
- Warning: the same ppl may cull for multiple panels!

## Qualifications/ Rego

- Include all tertiary qualifications +/- institution
- Registration including conditions, and in which states
- Include tertiary qualifications currently being undertaken

## Employment History

- Most recent first
- Concentrate on Medical Career
- May like to group pre-medical career in one heading

## Publications & Presentations

- Properly referenced
- A brief sentence on your involvement helpful
- Include significant presentations

## Committees etc

- Shows interests in the profession beyond clinical medicine
- State your role in a brief sentence

## Hobbies

- Some people like this, others don't
- If you do include it, keep it brief
- Adds a human touch to your CV

## Referees

- Include contact details
- Speak to them first- make sure they'll know who you are, and ask what they'll be able to say about you
- Make sure they're around at interview time!

Given that most JMOs have similar qualifications, what can you do to stand out from the crowd?

## Research the Job

- Is this a job you really want
- Is this job where you really want it
- →If you do want the job you may well be asked why!
- →Only apply for jobs you're really interested in!

## Research

- People to speak to:
  - People already in the job
  - The person nominated in the ad
  - JMO managers
  - Heads of department
  - Training supervisors
  - Senior Registrars

## The Day of the Interview

## On the day.....

- Manage your interviews- allow adequate time between!
- Arrive in good time, and advise the panel of your arrival
- Don't be a no-show
- Interviews in person are best
- Dress appropriately
- Carry ID

## The Interview

## The interview

- The panel
- Formalities
- Format
- Opportunity for you to ask questions
- Clarify when offers being made

## Responses

- Think before you speak, but don't just sit there!
- Structure:
  - Story / Point / Relevance
  - Problem / Action / Results
  - Point / Impact / Example

## Typical Questions

- Career aspirations
- Teamwork
- Conflict & negotiation
- Emergency situations
- Strengths
- Weaknesses- turn these into positives!
- Clinical governance
- Quality / Audit

## What do we look for?

- Communication skills
- Safe & sensible
- Clinical knowledge (detail depends on level of job applied for)
- Team player
- Ability to do the job

## Follow-up