

Navigating & Preparing for Interviews

TIPS & TRICKS

01

KNOW YOUR POTENTIAL EMPLOYER

Understand the mission/vision/values

- Review the job description & expectations/qualifications
- Prepare thoughtful questions

02

KNOW YOUR CV

Prepare a 1-2 minute elevator speech to introduce yourself

- Be able to speak to anything listed on your CV
- Highlight key achievements

03

PREPARE FOR VIRTUAL SETTINGS

- Review the platform ahead of time
- Perform needed downloads/updates in advance
- Control your environment & minimize distractions

04

PRACTICE

- Recall experiences that can be used to answer questions
- Review common interview questions
- Practice with mock interviews

05

THE STAR METHOD

A way to organize thoughts and respond to questions

Situation: briefly describe the scenario
Task: explain the goal/objective
Action: your role in the execution
Result: the outcome & what you learned

06

USE AVAILABLE RESOURCES

ASHP Job Preparation: Interview & CV Resources

<https://www.ashp.org/new-practitioner/new-practitioners-forum/job-preparation>

ASHP InterviewPrep Platform

<https://ashp.interviewprep.app/>