

CAREER AND LIFE PLANNING CHECKLIST



Interview Checklist

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Knowing where to start and being organized can save countless hours and maximize your effort.

Objectives:

By the end of this exercise the participant/candidate will be able to:

- **Identify and utilize specific AIM tools and resources to complete the checklist.**
 - ✓ The participant/candidate will identify the AIM tools and resources specified for this checklist.
 - ✓ The participant/candidate will read and complete the work associated with the specified tool or resource.
 - ✓ The participant/candidate will check off the work once complete from this checklist.



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How to Use This Tool:

1. Review the checklist.
2. Read/review the chapters in the [guidebook](#) and/or [workbook](#).
3. Complete the identified tasks.
4. Refer to the resource(s) below for additional assistance in your preparations. Click on the title to access the respective resource.

TITLE	RESOURCE NO.
Preparing for an Onsite Interview	E-22
Organizing and Customizing Interview Questions for Your Interviews	E-21
Creating and Using and Elevator Speech	E-18
Sample Interview Questions to Ask Employers	S-13



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Complete each of the tasks or activities and check off when completed.

Task(s)	Objectives
<input type="checkbox"/> Read: Chapter 6: Interviewing Online Resource Library, Resource ST-06 Protect the 40,000-hour investment you've made to become a physician and prepare for one of your most important post-residency career events.	Learn how to research a potential employer. Understand each potential employer's hiring process to prepare for your interview.
<input type="checkbox"/> Review: Preparing for an On-site Interview Online Resource Library E-22 Prepare for your "make it or break it moment"	Learn keys to preparation, execution and follow-up for an interview. Learn to leverage and apply key principles and concepts.
<input type="checkbox"/> Complete or Review Exercise: Organizing & Customizing Interview Questions for Your Interview Online Resource Library, Resource E-21 Develop a list of questions that each interviewer is likely to ask as well as your own questions that will enable you to collect all the facts that are relevant to your personal job search priorities.	Anticipate the questions that an interviewer will ask and practice your responses. Review your own sample questions that are specific to the interviewer, such as a chief financial officer, physician recruiter, medical director, or physician.
<input type="checkbox"/> Review & Complete: Creating and Using an Elevator Speech . Online Resource Library E-18 Prepare your elevator speeches for your various target audiences and situations.	Learn to create and utilize elevator speeches to distinguish yourself from other candidates. Learn to create and utilize elevator speeches for various situations and target audiences.
<input type="checkbox"/> Review: Sample Physician Candidate Evaluation Form Online Resource Library S-04 Understand the types of qualities and characteristics potential employers are looking for.	Learn to make your preparations with the potential employer in mind.

