

Preparing for your interview

What happens after I apply?

After you apply online, you will receive an email verifying that Carle Clinic Human Resources has received your application. Your application will be reviewed for desired skills, work history, and required experience.

If you see a vacancy in the future for which you would like to apply, update your submitted application through www.carle-clinic.com/careers. Applicants may sign up for “career mail”, a feature available through our online employment application system that allows applicants to choose positions they want to be notified of as they become available.

How does the interview process work?

For individuals who are scheduled to meet with a Human Resources professional, the process begins with a screening interview covering general behavioral topics and addresses the applicant’s employment background. Typically top candidates have a second interview with personnel from the department in which the vacant position exists. This interview is geared toward gauging the applicant’s suitability for the specific job and likelihood to fit in with other members of the department.

What can I do to enhance my application?

Fill out the application completely and answer the questions honestly. Be sure to verify dates of employment, addresses, email addresses and phone numbers for your work references. A completed application must accompany your resume.

What is the interview process at Carle Clinic?

Your first interview will typically take place in Human Resources. You may interview with the hiring manager during your initial visit. You may be asked to come back more than once if additional interviews are needed.

We will review your job application and resume, asking questions about your previous employment, education, licensure/certifications, strengths and weaknesses. All our questions are designed to help us determine if you meet the minimum qualifications for the job, and whether the culture of Carle Clinic is a good match for you.

Because we are all unique and have different interviewing styles, the interview itself may vary among individuals. There are routine questions you can expect, and you may be asked these questions more than once. To help prepare for the interview, read through and prepare for the following questions:

- Why did you choose to apply to Carle Clinic?
- What do you see as your major strengths and areas that need improvement?
- What would you say is your most important career accomplishment? Failure? Why?
- What did you dislike the most about your last job?
- Do you have any questions?

Questions may vary, but please take note of the last question. Not only is Carle Clinic Association looking for exceptional answers to these types of questions, but we are also interested in hearing intelligent, well-considered questions to be asked of us. The questions you ask will show you are prepared for the interview and have given this opportunity considerable thought. It is okay to write out questions you have and to bring them to the interview.

After all interviews are completed, the best qualified candidate must be chosen. There are many variables that affect our decision. Below are some of the most common factors we look for and some important final advice:

- **Distinguish yourself from other candidates.** Focus on your strengths. When we ask you about yourself, make sure you tell us about your accomplishments and be sure to explain how they relate to the job you are seeking.
- **Be enthusiastic.** Be an active participant in the interview. Make appropriate eye contact. Smile and use humor appropriately.
- **Research the organization.** Read about Carle Clinic before your interview. Knowing about the organization can help you ask appropriate questions and also shows the interviewer you are interested and resourceful.
- **Define your career identity.** Offer examples from your job application and resume that show you can fill the needs of the position. Sell your talents and strengths, and share your career goals.
- **Show that you are a part of the team.** While the interview is an opportunity for you to shine as an individual, we are also looking for quality team members. Whenever appropriate, give credit to other team members who helped you achieve your goals.
- **Answer the questions.** Give complete and concise answers. Use examples to help explain your answer. A complete answer should take between 30 seconds and two minutes to explain.
- **Be a good listener.** The interview is a conversation, which requires you to speak and to listen. Avoid formulating a response until you have heard the entire question.
- **Dress and act professionally.** No matter the position, a professional appearance is expected. Make sure your clothes are neat and clean. Avoid excessive jewelry, excessive make-up, and strong perfumes or colognes. Please do not chew gum during the interview, and turn off cell phones and pagers.
- **Arrive a few minutes early.** Plan to arrive fifteen minutes early. If you must be late or miss the interview, call ahead to let us know. We will do our best to accommodate your schedule when possible.

After the interview

Many candidates often wonder what to do immediately following the interview. Perhaps the best way to follow-up is to send a thank-you note to the people who interviewed you. This serves several purposes. First, it gives you an opportunity to express your appreciation for the interview. It also serves to remind the interviewers several days after the interview that you are still interested in the position. Additionally, if there was a point you forgot to make in the interview, this provides the venue to present that thought – but be sure to make it brief.

Carle Clinic makes every attempt to respond to all interviewees as quickly as possible. We understand that applicants are generally anxious to hear a decision, but we ask that you please be patient as we do our best to keep you informed during the decision making process.

For more information, call Carle Clinic Human Resources at (217) 383-3238.

