



How to Ace an Interview

A Presentation by:

J. Larry Tyler
FACHE, FHFMA, CMPE

CEO and Chair, Practical Governance Group
Chairman Emeritus, Tyler & Company
Master Career Coach for Senior Players, Wiederhold &
Associates

Luck = preparation +
opportunity

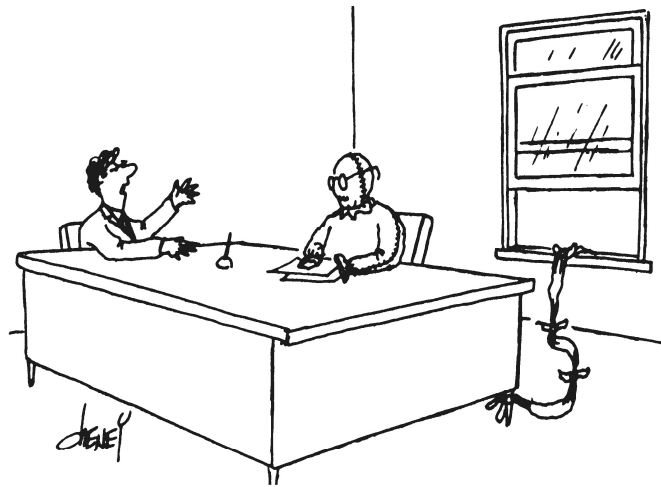


There are only three things you have to know about interviewing:

- 1) Know the organization
- 2) Know the hiring manager
- 3) Know yourself



How to know yourself



“After that, in second grade when Miss Pennington was my teacher, did I tell you about her already?”

How to know yourself

- Think about possible questions that may be asked
(Review of structured interview questions)
- Testing
- etest.net
- Myers-Briggs
- DiSC
- Hartman

How to know the organization

- Organization's website
- Google the organization
- Bond rating agencies
- Bond offering statement
- Business journal (local)
- Chamber of Commerce website
- Edgar | sec.gov/edgar/searchedgar/webusers.htm
- Facebook.com presence for organization
- Glassdoor.com
- Guidestar.org

How to know the organization

- hcahpsonline.org
- Healthgrades.com
- Newspaper website (local) | newspaperlinks.com
- medicare.gov/hospitalcompare/About/What-Is-HOS.html
- Leapfroggroup.org
- LinkedIn.com presence for organization
- Twitter.com presence for organization
- And a host of others

How to Know the Hiring manager

- Your networking
- People who are in the organization
- People who have left the organization
- Friends of the hiring manager
- Google
- Ache.org membership directory
- Local newspaper
- Ask your contact at the organization
- Facebook.com
- LinkedIn.com

Questions you may be asked

- Standard interview questions
- Behavioral questions
- Left field questions



Arrival

- Go in the night before
- Don't place yourself at the mercy of the airlines and weather
- Arrive on site early, but don't go into the office until 5 minutes before the interview
- Be especially nice to secretaries
 - They may be asked their opinion of you
 - You may need their help later

The Hiring Manager

- Be prepared to break the ice
 - Your research on this person will help
 - Observe something personal in the office and comment



The Hiring Manager

- Some questions
 - Tell me about yourself: A 5-minute summary ending with your preparation for the job
 - Weaknesses or improvements
 - Why do you seek this job?
 - State your case as to why you are a great candidate

The Other Executives

- Their questions may be the same or they may have organized themselves to ask different questions



The Other Executives

- There are some questions which you should ask to all you meet
 - What is it like to work here?
 - What is the management style of the hiring manager?
 - How many people have had this job in the past 5 years and where are they now?
 - What are the first three things I need to do in the first 90 days?
 - At the end of the 1st year, how will I know I have been successful?
 - What are the top three challenges the organization is facing?

Exit

- Thank the hiring manager for his/her time
- Express interest in the job
- Find out next steps
- Find out when a decision will be made



Follow-up

- Thank you notes to all who interviewed you
- The notes can be handwritten, typed or emailed but they must be timely and in good form
- www.thank-you-note-samples.com



Telephone Interviews

- Use only a land line and a head-set
- Isolate the dog and kids
- Dress for the interview
- Put a mirror on the desk and smile
- Make sure you have questions to ask
- Make sure you have names and titles in advance
- Have water close by to quench thirst

Video interviews

- Find a quiet place
- Excellent internet and wifi connection
- Observe lighting
- Observe setting
- Put kids, dogs, cats in separate room
- Test video with friend



Video interviews

- Align your webcam and your screen
- Close any unnecessary browser tabs and applications
- Dress professionally
- Have a pen, notepad and copy of resume on your desk
- Use hand gestures where appropriate
- Turn off your phones



Group Interviews

- Make eye contact with all
- Try to remember names and address members by their names
- Make sure all participants interact with you



Second Interview

- Enter the spouse
- Spouse rules
 - Conservative dress
 - Caution in conversations
 - Prior research on homes, schools, etc.
- Be sure to discuss compensation, benefits, etc.



A brief review of job offers

- Students have little ability to negotiate
- Make sure your offer is in writing
- Get a start date



Resources

- <https://www.indeed.com/career-advice/interviewing/interview-question-what-are-your-strengths-and-weaknesses>
- Structured Interview Form
- 33 Best Interview Questions
- Articles on Interviewing



Contact Information



J. Larry Tyler, FACHE, FHFMA, CMPE
CEO and Chairman, Practical Governance Group
Chairman Emeritus, Tyler & Company
Master Career Coach for Senior Players, Wiederhold
& Associates

678-296-6775 (cell)

ltyler@pgghealthcare.com (email)

JLarryTyler.com (LinkedIn)

practicalgovernancegroup.com