

How to prepare an interview



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Medic Church

Aim

- To impress your future employer that you are a good and reliable trainee, as well as a colleague

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Preparation

- Job information
 - Your employer
 - Job nature
 - Special things about the hospital/department
- Can obtain from
 - Internet
 - Friends (MO working there)
 - own experience (or HO working in that dept)

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Common questions

- Your own character
 - Why you suit this job
 - What are your strength and weakness
 - “Introduce yourself in 30s” (to show off your related experience and gd pts)
- Related experience to your job
 - Case seen as HO/ attachment

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Common questions (2)

- Communication skill/ seeking gd colleague
 - How you spend your leisure time
 - Difficult situation
 - If A hospital and our dept both give you an offer, which one will you choose and why?
 - Why you choose our hospital even you don't have not been an HO here?
 - Are you willing to work more than 65 hrs?
(even he asks you yes/no question, they are looking for explanations to your answer)

Common questions (3)

- Some dept may ask you about book work!!
- Prepare both Chinese and English version

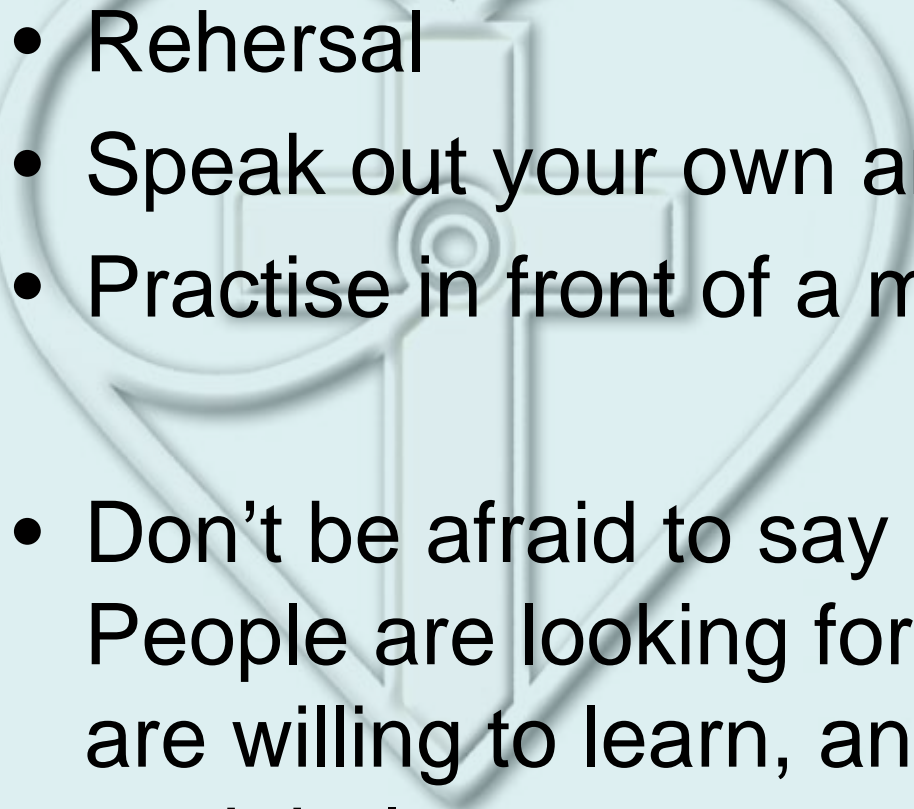
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“Do you have any questions”

- To show you are interested in your job, you have to think and ask related and sensible questions eg
 - Related to training
 - When to know interview results (if you don't have anything to ask)

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- 
- Rehearsal
 - Speak out your own answer
 - Practise in front of a mirror

 - Don't be afraid to say "I don't know".
People are looking for honest doctors who are willing to learn, and know when to seek help.

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On the day of interview...

- Documents (5 hard copies)
 - CV
 - Intern assessment form (esp 3rd rotation)
 - Reference letter
- Your application letter
 - People may ask about the content of your letter

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On the day of interview...

- Be punctual
 - Must be earlier at least 15 min
- Dress code
 - Suits

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During interview

- Smile
- Eye contact
- Confident
- Be honest
- Remember to thank your interviewer afterwards

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FAQs for job hunting

- When should I send my application letter
 - Around Jan – Feb, better before chinese new year
- How can I find the name of COS
 - Try to find it in the electronic staff directory in intranet, then confirm with secretary of that department



- What to include in my application letter

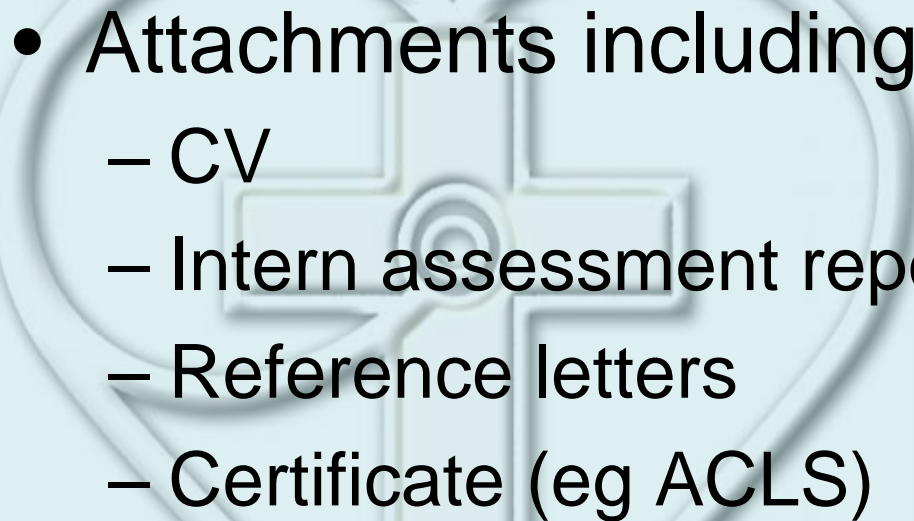
- Why you want to join that department

- Your strength

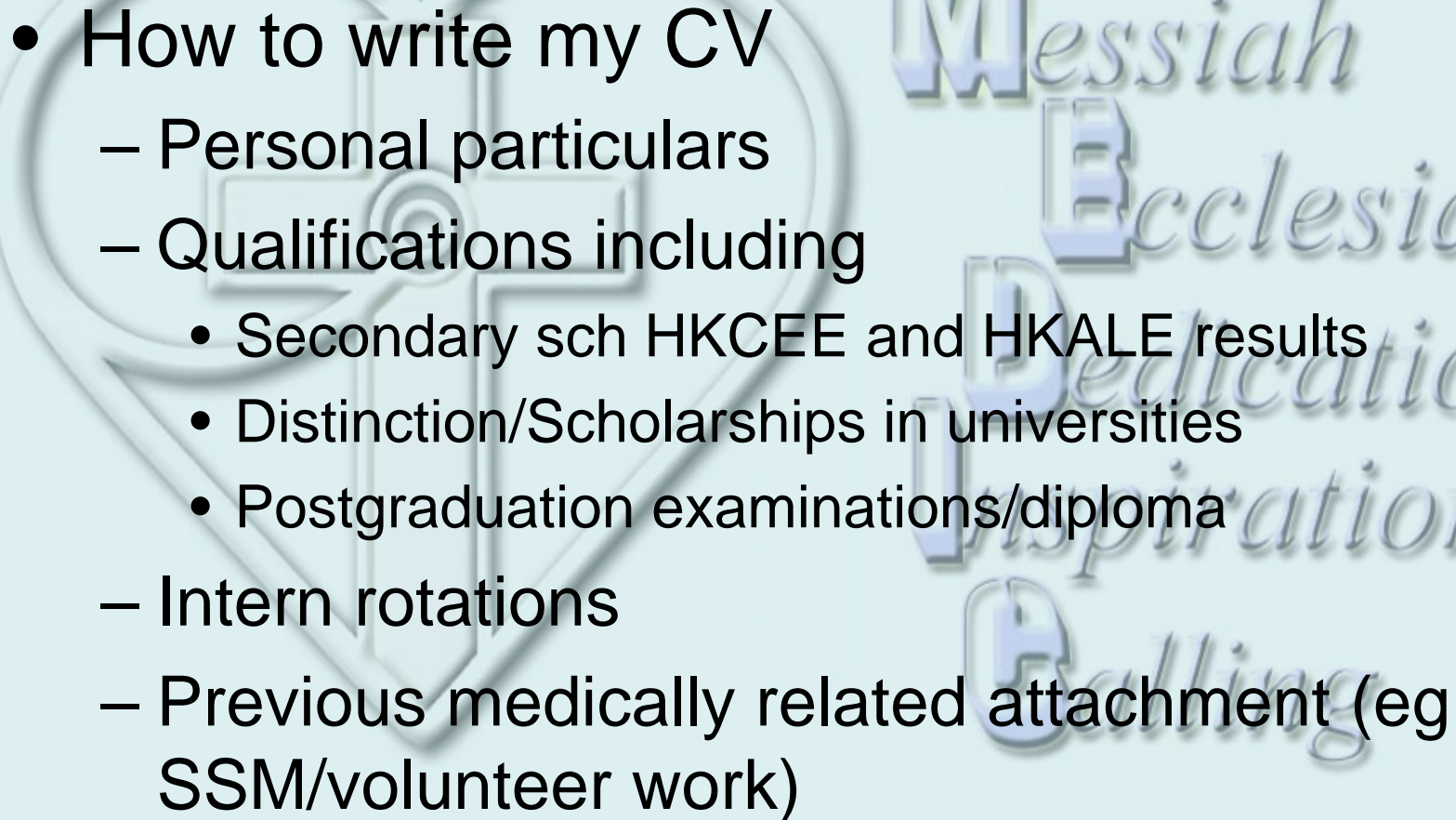
- Related experience that may help in your career development

- Your career inspiration (e.g. training/ future subspecialization)

- And ask for a chance to interview

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- Attachments including:
 - CV
 - Intern assessment report
 - Reference letters
 - Certificate (eg ACLS)

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- 
- How to write my CV
 - Personal particulars
 - Qualifications including
 - Secondary sch HKCEE and HKALE results
 - Distinction/Scholarships in universities
 - Postgraduation examinations/diploma
 - Intern rotations
 - Previous medically related attachment (eg SSM/volunteer work)



– Your extracurricular activities

- XX chairman
- XX committee member

– Your interest and related prize/awards/
qualifications

- Sports eg soccer/basketball/golf.....
- Cultural eg music/arts....

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If you need any advices, you may feel free to contact us :

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Pls. send your message and contacts to us,
we will answer you as soon as possible.

May God bless you and leading you in his glorious plan.
Amen.

Thank you