

Telephone Interview Prep

1. Do not discuss money.

They may ask you what you are you are looking for. Do NOT give a range. They will only hear the low end of the scale and it will limit our ability to negotiate a higher rate.

You can handle this question in one of two ways:

1. Put the hat on me. Say that I will be handling the financials and that you are there to get a feel for the hospital and department in order to determine if the job is right.

OR

2. Say "I'm sure that you know the shortage and need that exists for qualified _____ and I'm sure that you will make me a fair offer."

2. Identify and understand the schedule, hours, and call time.

3. Get a clear and concise picture of the job duties, responsibilities, and expectations so that there are no surprises.

4. Ask yourself 3 things throughout the interview:

- Do I like the job?
- Do I like the people I am speaking with?
- Does it sound like something that I want?

5. Close the interview. Let them know if you are interested in the job.

If you are interested in the job, let them know it. Say something like: "_____, thank you very much for your time and the interview. I've got to tell you, I really like what I have heard about the position. If we can work out the details then I can interview next _____."

