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Handouts—Glen’s resume

Interviewing Tips

1. Review of Resume
	* It is important to have a complete background on resume.
		1. Needs to account for entire periods—no blanks
	* You may put on martial status or any children—will not hurt you
	* Recognize any military experience or if you are presently a veteran
	* Make sure that you recognize any unique experiences that you have taken part in (state sports)
		1. Will show focus or discipline.
	* Make sure that these copy well (avoid colors or prints that are difficult to read)
	* Easy to read with best experiences first so that they will be noticed.
	* Academic background 1st—show that you are qualified (completed vs attended)
	* Important things to put on the 1st page
		1. GPAs are insignificant later in your career (can be put on the resume as a new grad)
		2. Work experience—identify not only what you were responsible for, but also what the company is and what it is all about.
			1. Make sure that you share quantitative data (# of employees, # of beds)
		3. #1 Problem in Resume writing is not taking credit were it is due! Take credit!
	* Grad and Med School
		1. Show that you know this is what you want to do (you really are the right fit for you)
		2. Also note any software knowledge
	* References Available Upon Request
		1. Make sure that you notify your references and make sure that they can provide you with a POSITIVE recommendation.
	* If you cannot get a job after graduation
		1. Make sure that you are always doing something that will enhance your resume
			1. Volunteer work, internships
				1. Make sure that these experiences both fit into your resume and/or open doors
2. Interviews—a learned skill
	* Always practice when you are interviewing for something important.
		1. Identify 10-15 generic questions that you think may be requested of you and have someone that you are comfortable with give you feedback.
			1. Watch you speed, tempo, vocab—prepare
			2. Important for the interviewer to get to know you during the interview
	* Prepare a binder for the chair or HR department-
		1. Make sure that you keep in mind what should/is important to that person.
	* Important to be a good listener when working with a physician
	* Most amount accomplished with the least residual damage
3. Assets to graduate school
4. lower costs with the current health situation - obesity, identify lower cost health problems with wellness
5. Use defensive medicine reducing healthcare to 10 percent of costs, use a screening process with insurance
6. cut costs and convenience
7. costs are rising quickly, and will continue with baby boomers.
8. end of life death panels proposed are not good medicine.
9. Use of six sigma