



## **INTERVIEW TIPS**

*7 tips that lead to employment offers in long-term care*

### **1. Research**

Research the company and the markets in which they operate before the interview. Learn as much as you can with regard to the company leadership, market census trends, and survey results compared to competitors. [www.medicare.gov](http://www.medicare.gov) – Nursing home Compare is a valuable resource for reviewing any complaint surveys, health inspection tags, quality ratings, and staffing. This information will provide a road map to how to outline how your experiences can advance the organizations objectives and make a compelling statement about your suitability for the position. If you're represented by a competent recruiter you should have this information as well as other insights such as hiring authority background, reason for the opening, organization culture, and long-term goals.

### **2. Dress for the role**

Mirror what successful peers wear. Dress for confidence in yourself and in a manner that is appropriate for the company culture.

### **3. Arrive Early – Not too early**

Never arrive late to an interview. Anticipate traffic and allow extra time to arrive early, but do not announce your arrival more than 10 minutes before the scheduled appointment. Any earlier and the unintended message is that you don't have enough in your schedule or that you don't respect the interviewers time.

### **4. Answer the questions**

Candidates often begin to formulate their answers before they understand the question. This will frustrate the hiring authority and diminish your presentation. Make sure that you understand what is being asked and get clarification if you are unsure.

### **5. Be Specific**

Give specific examples of your experiences and successes. Like a math test, be prepared to explain how you arrived at the answer. Your past successes can predict your future performance. The same can be assumed about failures. Be forthright about them and outline what you learned from the experience and what you will do to prevent them in the future.

## 6. Ask Questions

Few long-term care organizations provide interview or candidate assessment training to hiring authorities. If you find yourself in a situation where you feel the interviewer is not leading you to an opportunity to discuss your strengths and interests, you can redirect the conversation by asking good questions. Asking about specific challenges or goals will give you the opportunity to then outline how your experiences and talents can overcome the challenge and meet the objectives.

## 7. Close and Follow Up

Whether you're interested in the opportunity or not, thank the participants for their time and tell them you enjoyed the meeting and learning about the organization. If you want to pursue the position, ask about the next steps in the process. Finally, send a follow email reiterating your interests and include a summary regarding how the opportunity meets your needs personally and professionally as well as how your experience will benefit the company.

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