



Preparing for your Pine Rest Interview

Before Your Interview

Do Your Research.

Find out as much as you can about Pine Rest Christian Mental Health Services, the job you're interviewing for and the person you'll be speaking with.

- Understand the job description and basic requirements for the position.
- Review our website: pinerest.org
- Visit our social media accounts: [Facebook](#), [Instagram](#), [LinkedIn](#)
- Find recent articles about Pine Rest using Google.
- Write down several questions that come to mind.

Know Why You Want to Work at Pine Rest.

Some of the reasons could include:

- The Organization's reputation.
- A personal experience or connection.
- Appreciation of the programs of services.
- The Organization's mission, culture and values.
- A desire to work in the mental healthcare field.



■ Phone Interview

Before the Call...

Ensure a Good Connection.

- Schedule the interview at a time and phone number where it's quiet and you can be alone and talk freely.

During the Interview...

What You'll Need.

- Resume, list of accomplishments & pertinent skills - Follow along as you're asked questions.
- Job description - Draw parallels between what is being asked in the job description and what you have done or have a passion for.

Answer Questions as Directly as Possible.

- If you do not know, say so.
- Be candid, friendly, cheerful and courteous.

Before the Interview Ends...

- Try to get a face-to-face interview.
- Ask what the next step is before hanging up the call.
- Ask the interviewer what they feel your strong points and weaknesses may be. This way, you can reemphasize the strong points and address any perceived weaknesses in the face-to-face interview.
 - "As I move forward in the process, what are some things I should continue to highlight?"
 - "Are there any areas in which I should address further?"

■ Face-to-face Interview

Before Your Interview...

Make sure you can arrive before the interview.

- Make sure the directions you received are accurate and you understand them.
- Arrive 10 minutes early. Use the extra time to review the job description and your resume, go to the bathroom, and make sure you are presentable.

Practice Your Interview Skills.

- Answer interview questions out loud to yourself as if you were in the interview.
- Run through your answers a few times to build confidence and assure yourself you will come across as articulate, efficient and prepared.

During the Interview...

What You'll Need During the Interview.

- Your resume.
 - Bring one copy for you and one for each of the people you will be meeting with. If you are unsure how many will be in the interview, bring at least 5 copies.
- A nice notepad.
 - Have 10 questions written down on the pad before you get to the interview.
 - It's ok if many of those are answered through your conversation. However, you should ALWAYS ask questions to show your engagement and to better understand the position, company, expectations, etc.
 - Take notes.

Dress the Part.

- We are a business casual environment. (Please no jeans, tennis shoes, flip flops, tee shirts etc.). However, it's OK to dress to impress!
- Look sharp and professional.
- Being overdressed is always better than being underdressed.

Make a Good Impression.

- Give a firm handshake upon arrival.
- Display a positive attitude throughout.
- Be enthusiastic and friendly.
- Look people in the eye when talking or listening to them.

Be a Good Listener.

- No single thing you can do will affect the interview more than just being a good listener.
- Listen to questions asked of you.
- Answer them fully and directly.
- Do not talk too much.
- Never oversell your skill set.

Compensation Questions.

- This likely will not come up in your Pine Rest interview. However, if present compensation is asked, furnish accurate information.
- If they ask you what salary you want, an acceptable answer at this point is "I am open to any fair and reasonable offer."

Nothing Negative.

Do not criticize or come across as negative about your present or past employers or co-workers. Here are a few examples of acceptable ways to speak about a tough situation at a current/previous employer.

- "It wasn't the right fit."
- "My goals and aspirations didn't match that of my previous/current employer."
- "I'm unable to reach the level of professional service I require of myself at my current/former employer, which is why I'm open to something new."

Ask for the Job!

Let the interviewer know that you are interested and excited at the prospect of working for them and ask what the next step will be. Be brave! Ask the question! Some examples include:

- "Thank you for the time today, I'm interested in the position. What's the next step?"
- "Thank you for the time. Is there anything in my background that would preclude me from moving forward in the process?"

After the Interview...

Send a Thank You Letter.

- Ask for their business card so you can follow up with a thank you letter.
- Failure to send a thank you letter can often take you out of the process.

■ Interview Questions

Be Prepared to Answer...

Tell me About Yourself.

We are looking for a concise, descriptive, and informative summary of more current and relevant career information, not long past personal information.

Why Do You Want to Work at Pine Rest?

This is where your research pays off. Give examples of specifics you have found on our website OR past projects that you enjoyed that apply.

What is Your Proudest Accomplishment? What are Your Greatest Strengths?

- This is your turn to brag a bit, but not to the point of being arrogant.
- Provide at least two examples.
- Offer references that can attest to your work, etc.
- The more specifics you can offer, the better you look.

What is an Area Where You Could Improve Your Performance and How Would You Achieve that Improvement?

- Pick something related to the job and easily improved upon.
 - For example: "I haven't used EPIC software before, but I pick up on patient software very quickly."
 - Do not pick a DEAL KILLER which is either (1) something that is not related to the job, OR (2) something that is hard to improve upon.
- Many candidates choose something indirectly related to the role so that it doesn't affect their interview success.

Why are You Leaving Your Current Role?

- Be honest, very concise, and direct.
- Do not speak bad about your current/last employer.
- What are you not receiving at your current job that is present at Pine Rest? Perhaps its professional development. Perhaps it's a better schedule or more flexible hours. It could be several items that are both pulling you to Pine Rest and pushing you away from where you are!

Why Should We Hire You for the Position?

- Summarize, provide detail, sell yourself, and ask for an offer!
- Give technical reasons why you are the best candidate over personality reasons.

Questions You May Want to Ask...

- "Why is this position open?"
- "Where do you see the company in five years?"
- "What makes you successful and different from your competitors?"
- "How long have you (the interviewer) been here, and what do you like most about your position and the company?"
- "What qualities would your ideal candidate have?" (Listen, and make sure you later bring out some of the qualities you have which match what you heard.)
- "How do you feel my qualifications match your needs?"