



# Tips for First Time Job Interview

1. Do your homework about the program/facility: Who owns it? What type of clients do they service? Have they been in the news lately? What kind of programs do they have and are there any specialty programs? What are they best known for and are there any centers of excellence? What is their payment structure and who is their primary funder?
2. Arrive at least 10 to 15 minutes early for your appointment (or earlier, if instructed to do so by human resources). Make sure you know the directions to the organization and allow time for traffic.
3. Come to the interview alone. Do not bring a family member or significant other to the interview.
4. Dress professionally and somewhat conservatively, but be true to your personality.
5. Be polite to everyone you encounter. Acknowledge everyone with a smile and greeting.
6. Do not chew gum!
7. Turn your cell phone off!
8. Bring a black ink pen to fill out any paperwork.
9. Bring extra copies of your resume.
10. Bring a portfolio or some other type of professional-looking carrier for your paperwork and any paperwork you may receive from the facility.
11. Have a list of questions prepared to ask the interviewer(s):
  - Workload/caseload
  - Supervision
  - Team members
  - Performance review process
  - Continuing education opportunities
  - Professional association dues

- Mentorship opportunities
- Opportunities to work with other team members
- Clinical ladder and opportunities for advancement
- Opportunity to work with students
- In-services offered

12. Ask for a tour of the facility and the treatment space.

13. Do not ask what the salary range is on the first interview. Be prepared to give your salary range if asked.

14. Be yourself. Remember, you are interviewing them too.

