



## **Preparing For Your Interview**

### **Our culture:**

- If you're culturally aware, eager to learn, committed to providing high-quality health care and motivated by compassion, you belong at Froedtert Health. We have three hospitals, over 25 locations and more than 2,000 doctors. For health care and non-clinical professionals, Froedtert Health provides a work environment full of encouragement, innovation, collaboration and respect.

### **What can I expect during my interview?**

- The interview process is an opportunity for both Froedtert and you to determine if employment at Froedtert is a good fit. We use behavioral interviewing to learn more about your skills and experiences. Our interviewers will also ask you to discuss your past accomplishments in depth to determine if your background and experience meet the position requirements, and you'll have the opportunity to ask questions about the job, the team and Froedtert Health. Your recruiter will let you know how long the interview will last as well as if you need to bring anything besides 3 – 5 copies of your resume with you.

### **How can I prepare for my interview?**

- Do your research by reviewing our website and published company information to familiarize yourself with our business, customers, and performance culture
  - [Froedtert Health About Us Page](#)
  - [Froedtert Health LinkedIn Page](#)
- Review the job posting and identify examples from your work experience which demonstrate required skills and technical competencies
  - Consider your recent challenges and successes, identifying those which demonstrate your potential for success in the Froedtert role
  - Be prepared to articulate the situation, your assigned tasks, the actions you took and the business outcomes
- Elaborate on managing priorities, successfully addressing teamwork challenges, making decisions and solving tough problems
- Consider our patients:
  - What are they looking for?
  - What solutions does Froedtert provide?
  - How does Froedtert differentiate itself in the market?

### **Who should I contact if I need to reschedule my interview, am going to be late, or have a question?**

- Please call our recruitment team at (262) 439 – 1961

### **Additional tips:**

- Always show up 10 to 15 minutes before your interview. This will give you time to get settled, and help you set a positive tone.
- In most cases, business casual attire is appropriate, unless otherwise disclosed to you. However, please do not wear jeans to your interview. (Scrubs can be appropriate if you are interviewing for a clinical role, and are using a break from your current clinical position to interview).
- Turn off your cell phone, or better yet, don't bring it at all. The last thing you need during an interview is a distracting call or text.
- Bringing a bottle of water is acceptable, but please don't bring along other food, beverages, or gum to the interview.
- For the safety of our patients, please refrain from using heavily fragranced products or smoking before your interview.
- Start your interview with a firm hand shake. Ideally, your hand shake should be 2 to 5 seconds and firm, not crushing. Be sure to smile and make eye contact. You want it to be evident that you are happy and enthusiastic about the interview.
- Remember to keep things positive. The interviewer is evaluating you as a potential coworker. Behave like someone you would want to work with.
- Practice some interview questions with a friend. They'll let you know if you're giving long-winded answers, or not giving enough information. Their feedback can help you get it right when it matters most.
- Maintain good eye contact during the interview. Avoiding eye contact may lead your interviewer to think you are not interested in the job.
- Avoid using "umm," "like" and "you know" when answering interview questions. Pause for a few seconds and gather your thoughts before you respond.
- Be sure to ask questions about the position, the department, or Froedtert Health in general, to show that you did your research and are genuinely interested in the opportunity.
- Keep your online application, resume and credentials current. Also, be prepared to verbally express how you have enhanced your skills and education over time.
- Be gracious and courteous to everyone you encounter before, during and after your interview. Your interviewer might ask these individuals how you treated them, or if you might be a good fit for the team.
- If you are interested in sending a follow-up thank you, please send that to your recruiter who will pass it along to the appropriate people on your behalf.