

Team Member Interview Guide

2025

Be Prepared

Connect with a Career Navigator

Update your Resume

Familiarize yourself with the job description

Prepare questions that you want to ask the interviewer

Examples:

- What would my training look like in the first several months?
- What qualities do you look for in a person for this position?
- How would you describe a typical day in this position?
- What are the biggest challenges of this job?
- What are the typical learning curves for someone in this role?
- What is your management style?
- How would you describe the culture of the department?

Confirm date/time/location of the in-person interview

Arrive early, know where you are meeting ahead of time



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Examples of Behavioral based questions you may be asked



Can you briefly share something about yourself and your background?

- When balancing multiple projects, how do you keep yourself organized?



Why did you choose to apply for this position?

- What is your biggest challenge or area for improvement?



Give me an example of a time you faced a conflict with a coworker. How did you handle it?

- What are your career goals?



Describe a time when you had to adapt quickly to a change?

- Do you prefer working independently or on a team?



How do you handle stress and pressure?

- Do you have any questions for me?



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The STAR Method for responding to behavioral based questions

USE THE S.T.A.R. METHOD WHEN ANSWERING INTERVIEW QUESTIONS. THEY ARE ASKING FOR YOU TO PROVIDE AN EXAMPLE. THEY OFTEN START OFF WITH "*DESCRIBE A TIME WHEN YOU...*"



SITUATION:
DESCRIBE A SITUATION
IN YOUR WORK
EXPERIENCE PERTINENT
TO THE QUESTION.



TASK: EXPLAIN WHAT
YOUR TASK WAS IN THAT
SITUATION.



ACTION: DETAIL
THE ACTION YOU TOOK
TO ADDRESS THE
SITUATION.



RESULT:
SUMMARIZE THE
OUTCOME OF YOUR
RESPONSE.



The S.T.A.R. Method - Example

	Tell me about a time you had to learn something new to perform your job?
Situation	My department implemented using EPIC to capture patient data
Task	In my role, I was responsible for entering patient data when they arrived for their appointment
Actions	To learn how to properly use EPIC: • I attended several user training sessions • I read the user training manual • I asked the assigned department Super User or my manager questions when I was unsure about something • I practiced multiple times before the system went “live”
Results	The day the system went “live”, I felt very comfortable entering the data and there were no issues. My manager even complimented me on how quickly I adapted to using the new system.

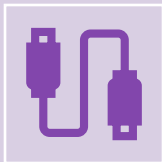


Virtual Interviews



Use a laptop or tablet with a webcam and audio.

- Once downloaded, access the calendar icon on the app to find the meeting. Click **Join** and follow any prompts needed. Please ensure your video camera and microphone icons are enabled.



If your location has weak connectivity or signal strength, consider using a mobile device or tablet.

- Feel free to use a headset or earbuds to minimize background noise.



For mobile or tablet devices, download the Microsoft Teams app from the Play Store (Android) or App Store (Apple) prior to the scheduled meeting time.

- Conduct a quick test video session with your laptop and/or mobile device beforehand to ensure everything works smoothly.



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Be Professional



Practice answering interview questions with a friend or a Career Navigator



Get a good nights' sleep prior



Do a dry run to the interview location so you know where you are going



Leave plenty of time to ensure you arrive early



Silence mobile devices not in use (whether virtual or in-person)



Be polite to everyone you meet and always thank the interviewer(s) for taking the time to meet with you

- Be prepared for basic interview questions often asked
- Bring a copy of your resume with you or confirm the leader has one if it is a virtual interview
- Listen and interact with the interviewer(s) and take notes if needed
- Be aware of your body language (e.g. make eye contact, smile, don't cross your arms)
- Dress professionally, Scrubs are acceptable if it is your required dress code
- Avoid eating and/or chewing gum during the interview



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Resources

- <https://www.indeed.com/career-advice/resumes-cover-letters/10-resume-writing-tips>
- <https://www.thebalancemoney.com/top-behavioral-interview-questions-2059618>
- <https://www.indeed.com/career-advice/interviewing/behavioral-interview-questions>
- https://career.vt.edu/job-search/presenting_yourself/interviewing/do-dont.html
- <https://www.youtube.com/watch?v=N5gWevt-NRo>
- <https://dol.georgia.gov/job-seeker-guide>

