



Interview Tips

Job interviews are the most commonly used assessment tool for recruiting top talent. Being prepared for your interview will give you a better chance at securing your dream job. We have come up with some tips to remember before, during and after your interview.

Every day counts

Every contact is valuable

Actions of today can affect options for tomorrow

Develop a mentor-mentee relationship

Determine what brings you joy in the day-to-day

Research your options

Submitting your application

Keep a current resume including up to date contact information

Ask your references for permission

Edit your resume for each specific job

Use proper spelling and grammar; take your time with the application

Be honest about all of the information on your application

Preparing for the interview

Practice interview questions

Know what your availability is for scheduling

Prepare examples from work or school

Dress business professional and dress to impress

Be early to your interview and have your resume with you

Interview

Greet your interviewer with a handshake and introduce yourself

Be aware of your posture and body language

Speak clearly, ask questions, maintain eye contact

Avoid slang i.e. um, like, you know

Thank your interviewer; send a thank you email

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