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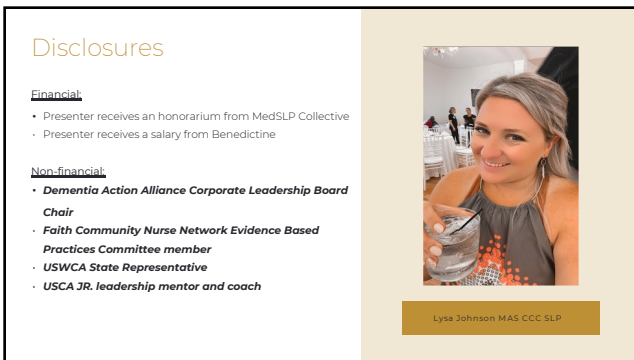
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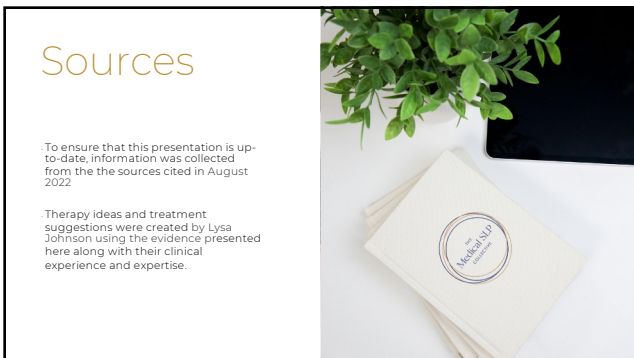
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## A Little About Me

- Grew up in Seattle and relocated to Minnesota.
- Masters from UMN-Duluth
- Avid curler and coach
- I love the outdoors and traveling
- Currently working as a Rehab Program Development specialist and PIPP Coordinator
- I have 2 puppies and a 5 yr old kiddo



Job Interviewer: "If there was a problem, how would you solve it?"

Me: "nervously" "Check out the hook and let the DJ revolve it?"

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## Interview Prep: How to be prepared

The Organization and Job



Your Goals and Qualifications

*Tip: Plan to spend adequate time preparing. Don't waste time or burn bridges*

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## Interview Prep

Simple steps to be prepared

<p> <b>Examine the Job Description</b> In a research the details, qualifications, qualities &amp; background the employer wants</p>	<p> <b>Why are you interviewing</b> What is it about this job, this company that aligns with your vision and values?</p>	<p> <b>What are your qualifications</b> Are you in alignment with the job description? What skills do you bring to the table?</p>
<p> <b>Research the Organization</b> The company provides the context for the conversation, knowing the contact makes you competitive</p>	<p> <b>The common questions</b> The who, what, when, where and why. Are you prepared to answer?</p>	<p> <b>PRACTICE!</b> Speaking voice, body language and appearance</p>
<p> <b>Confidently Prepare</b> Confident candidates ask thoughtful questions and come prepared</p>	<p> <b>Sell Yourself</b> Come prepared and organized to bring a hard copy and share your accomplishments</p>	<p> <b>Follow-up</b> Never leave without a plan</p>

*Tip: Preparing for an interview should include a thorough look at social media, years and stars*

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## What is the Job and who is the company?

**Research the Organization/Company and your interviewer**

- is the organization a parent company or division
- Profit vs non-profit
- Contract vs in-house
- Mission & Values
- CMS & 5-star reporting/ survey results
- Customer satisfaction
- Your Supervisor, Director and Interviewer
- Company culture and Team dynamics

Knowing about your role alone isn't enough to stand out- having a basic understanding of who the organization is and what they offer prepares you to drive the interview.

*Tip: Organizations don't change overnight. What are the trends and patterns?*

**Study the job description- pay attention to required skills, qualities and experience**

- Do your qualities align with the job description
- Similar positions
- Software and tools used
- Requirements
  - as an SLP
  - as a member of the rehab team
  - as a member of the IDT
- Be prepared to explain your interest in the opportunity and why you're the best person for the role

Come prepared with thoughtful, targeted questions about the position

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### Common Questions and Styles

*Every organization has a template or guide for interviewing. Certain organizations have specific styles of interview and tiers within the interview process. Preparing to answer the common questions increases comfort and confidence.*

**General Questions: "Tell me about yourself & Why you want to work here?"**

- These questions are often asked to evaluate whether you have researched the company and if your core values match with the company culture.

**Situational Questions: "Tell me about a time when..." OR "Describe a situation..."**

- These questions help the interviewer to drill into soft and hard skills, while assessing "fit" within the company

**Behavioral Questions: "What are your strengths and weaknesses?"**

- This is an opportunity to turn weaknesses into challenges that you have overcome. Use your strengths to highlight why you are a good fit for the job.

**Technical Questions: "Tell me how you would complete \_\_\_\_ task?"**

- These questions may be directly related to the field on SLP competency, ethics and evidence informed practice- take notes on the scenarios to highlight your knowledge

*Tip: Know who you are interviewing with- this can significantly impact how you prepare and follow up*

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## S.T.A.R

Situation, Task, Action, Result

**Situation:** Describe the context within which you performed a job or faced a challenge at work. This situation can be drawn from a work experience, a volunteer position, or any other relevant event. Be as specific as possible.

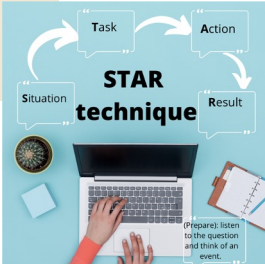
**Task:** Next, describe your responsibility in that situation. Perhaps you had to help your group complete a project within a tight deadline, resolve a conflict with a coworker, or hit an outcome target.

**Action:** Describe how you completed the task or endeavored to meet the challenge. Focus on what you did, rather than what your team, boss, or coworker did. Tip: Instead of saying, "We did xyz," say "I did xyz."

**Result:** Finally, explain the outcomes or results generated by the action taken. It may be helpful to emphasize what you accomplished, or what you learned.

<https://www.humanresources.com>

*Tip: Practice with someone who will give you honest feedback and constructive criticism.*



**STAR technique**

Prepare! Listen to the question and think of an event.

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## Personal Strengths and Weaknesses

**Strengths:** If you aren't sure ask a friend or colleague, refer to written feedback you may have received at a prior job or upon completion of a project.

**Weaknesses:** We ALL have them! Be honest in your answer. Maybe the weakness is not an essential skill or quality necessary for the job. Include weaknesses you are actively improving on.

*Hard Skills*

- Bilingual or multilingual
- Database management
- Network security
- ITIL trained
- MISIMF certified
- Microsoft Business Development
- MJD
- PDM
- SMEs trained
- Project management
- Director of rehabilitation
- SMART/SPIC user
- IEP trained
- CPR certified
- ASHA, CCC
- MOCA certified

*Soft Skills*

- Willingness to learn
- Teamwork
- Dependable
- Effective communicator
- Creative
- Adaptable
- Empathy
- Problem solver
- Integrity
- Ethical
- Compassionate
- Open-minded
- Outgoing
- Independent

*Tip: Be honest, be specific, and reference qualities directly related to the job. Research your work and share it!*

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## Is it all about the \$\$\$?

Depending on where and when during the interview this question is asked may shape how you format your answer. Be prepared by researching based on location, company makeup, experience and expectations. Know up front if the individual interviewing you has the authority to make you an offer.

- Market Rate
- Location
- Benefits
- Hourly vs Salary
- Productivity

Research salary averages and estimates on: Glassdoor.com, Salary.com, Payscale.com, and Indeed.com <https://www.bls.gov/home.htm>

*Tip: Negotiation should be a collaborative process and a unique opportunity to create a compensation package that makes sense for both you and the organization. It is not meant to be an ultimatum.*

“Everything is negotiable.  
Whether or not the negotiation is easy is another thing.”  
– Carrie Fisher

**RESEARCH SALARIES.**  
**KNOW YOUR BOTTOM LINE.**  
**BE PREPARED TO NEGOTIATE.**

<https://www.indeed.com/career/speech-therapist/salaries>

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## “So do you have any questions?”

This is your opportunity to leave an impression and ensure you have all of the information YOU need to make a decision. *Never leave an interview without asking follow up or clarifications questions.* Refer back to the notes you took during the interview to guide and collect your thoughts.

**Some of my favorite follow-up questions:**

1. What are some challenges you have seen other SLPs in this role/on this team encounter?
2. What does a career path look like for SLPs within your organization?
3. Can you elaborate on the day-to-day responsibilities?
4. You mentioned X earlier, can you elaborate on how that impacts the SLP?
5. Can you describe your strengths as a supervisor and mentoring style?
6. What is your favorite thing about this organization? Being an SLP?
7. I have truly enjoyed meeting you and learning more about this opportunity. What are the next steps in the hiring process?

*Tip: Questions are an expected part of the interview process. Not asking questions can give the impression of disinterest or disengagement.*




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## References and Resources

Indeed.com career advice Portal

<https://www.indeed.com/career-advice>

Indeed.com career explorer: Salaries Search

<https://www.indeed.com/career/speech-therapist/salaries>

Indeed.com career advice portal: Interview Q & A

<https://www.indeed.com/career-advice/interview/top-100-interview-questions-and-answers>

Careertoolbelt.com Alison Doyle's Job Search Guidebook

<https://www.careertoolbelt.com/>

The balance Careers: Job resource and content library for professionals

<https://www.thebalancecareers.com/>

IMAGE	Slide Number
Personal Photos from presenter	2, 4, 8
Obtained and created with presenter paid subscription to Canva	5, 9, 10

Research salary averages and estimates on:

Glassdoor.com,

Salary.com,

Payscale.com

Indeed.com

Bureau of Labor & statistics

<https://www.bls.gov/home.htm>

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