



## INTERVIEWING GUIDE

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### Before the Interview

Ask what kind of interview this will be – will you be meeting with the team, the doctor one-on-one, and will there be a working interview component?

Research the practice, organization, or company. Make sure you know their mission, ideals, and the types of patients they see.

Plan what you will wear, which will vary based on your industry. A suit is appropriate, with a collared shirt. Wear minimal jewelry, little to no perfume or cologne, and you should be well-groomed. You want the interviewer to remember you, not your outfit. If there is a working interview component, bring a change of clothes. If you are not sure, ask either the practice or someone in the industry what they suggestion you wear.

Prepare 3-5 questions. It is very important that you have questions to ask them. Ask questions specific to their practice or place of business. Sample questions include:

- What do you like best about working here?
- What does a typical day look like?
- I read on your website that you see exotic animals. What percentage of your caseload are exotics and is this an area of growth for your practice?
- Are there opportunities for continued education and what is the practice's philosophy on professional growth for both veterinarians and support staff?
- What are key characteristics you want this person to have?

Practice your handshake with a friend or family member. Make sure it is strong and confident, but not aggressive.

Arrive 10-15 minutes early, but no earlier than that.

### During the Interview

Make sure you are polite to *everyone*. The interview begins the moment you step through the door. Treat the receptionist, veterinary assistants, technicians, patients, and clients the same way you would the veterinarian.

Listen attentively, maintain eye contact, practice good posture, and avoid “ums” or other nervous mannerisms.

Use the STAR Method. Star stands for situation, task, action, results. This will help you in answering “tell me about a time when...” questions. Explain the situation, the task at hand, the action you took, and the overall results.

Stay positive and focus on your skills. If asked about a weakness, sure that your answer ends on a positive note.

Do not talk negatively about past employers or co-workers at other veterinary clinics.

Do **not** mention salary. That is a conversation for when you have been presented with a job offer.

At the end of the interview, ask all the interviewers for their business cards. Be sure to thank them for their time and show your continued enthusiasm for the position.

### After the Interview

Send a thank you note to every person who interviewed you the next day. You can email, but a handwritten note is more personal. Make sure you mention something specific from the interview.

Perform a self-assessment. Focus on what went well and recognize what you may need to improve for the next interview.

If you do not hear anything within two-weeks (or the timeline they gave you at the interview), follow-up with them so you know where they are at in the process.

### **The Working Interview**

The working interview is an opportunity for you to showcase your skillset while deciding if this is the kind of practice you see yourself working. Almost every veterinary interview will have a working interview component. Though every working interview will be different, these are a few common tips to remember:

- Ask for an itinerary and what to expect of the day – will you be interacting with clients, or will this be more of a shadowing experience?
- Bring the appropriate clothes that you can change into for the working interview, including scrubs, tennis shoes or other closed-toed working shoes, your stethoscope, and any other medical instruments you may need.
- Bring a snack and water bottle. These interviews can often last several hours, so you do not want to dehydrate yourself or become overly hungry.
- Ask questions at appropriate times and make sure you are showcasing your medical knowledge.
- Get to know the veterinary technicians, assistants, and managers and ask them what they like best about working at this practice.

### **Common Veterinary Interview Questions**

Tell me a little bit about yourself and why you are interested in this position.

What skills and expertise can you bring to my practice that is unique from other individuals?

What are your greatest strengths and what are areas you want to improve upon?

Tell me about a time when you had conflict with a co-worker. How did you handle it?

Tell me about a time when you took on a leadership role. What does being a leader mean to you?

If you have a client who is unable to pay for services, how would you handle that situation?

A client calls five minutes before your shift ends with an emergency. What do you do?

What qualities make a veterinarian successful?

Why do you want to work at this practice or place of business?

Why should we hire you?