



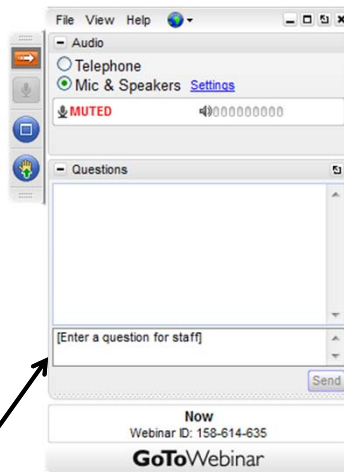
Academy of
Managed Care
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Acing the interview & getting the job of your dreams!

November 17, 2015



How to Ask A Question



Type your question
in the 'Questions'
area

www.amcp.org



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Acing the interview & getting the job of your dreams!

Moderator: Jasmine Knight, MS, PharmD,
Vice Chair of AMCP Membership Committee

Speaker: Diane Rothong, President and CEO of
Worksource 2000, Inc.



Your Personal Brand



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DEVELOPING YOUR BRAND

Your Professional Image

1. Your CV
2. LinkedIn Profile
3. Personal Presentation

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Your CV

Your CV includes all of your related experiences.

Common Sections:

Education
Teaching/Research/Employment Experience
Publications & Presentations
Honors/Awards
Leadership Experiences
Professional Memberships
Professional Experiences
Skills
Licensure
References Available Upon Request
Interests

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YOUR LINKEDIN PROFILE

Your Presence on Social Media

- 1.Recent Picture
- 2.Your current Title
- 3.Experience
- 4.Education
- 5.Honors/Awards
- 6.Publications/Presentations
- 7.Professional Memberships
- 8.Philanthropy
- 9.Interests

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Professional Presentation



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Pre-Interview Checklist

- Copies of your CV
- Portfolio or small briefcase
- Pen and paper in portfolio
- Cell phone-turned off and stored in secure area

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Interview Preparation

- Research the company you're interviewing with.
- Review the job description for the position you're applying for
- Research the person/people who will be interviewing you.

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TOP 10 Interview Questions

1. Tell me about yourself.
2. What qualifies you for this position?
3. Why are you interested in this organization?
4. What are your strengths?
5. What is your weakness?
6. How do you handle stress & pressure?
7. Describe yourself in a difficult situation/project and how you overcame it.
8. How do you evaluate success?
9. Where do you see yourself in 5 years?
10. What salary are you looking for?

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TOP INTERVIEW QUESTIONS TO ASK

1. What skills and experiences would make an ideal candidate?
2. What is the single largest problem facing your team?
3. What have you enjoyed most about working here?
4. What constitutes success in this position and this organization?
5. Do you have any hesitations about my qualifications?
6. What types of continuing education and professional training are offered?
7. Can you tell me about the team I'll be working with?
8. What is the next step in the process?
9. I'd like to be a part of your team. When can I start?

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Interview Close

What to do at the end of the interview.

1. Thank the interviewer for taking the time to meet with you.
2. Ask them for a business card.
3. Let them know you're very interested in this position.
4. Let them know you look forward to next steps.

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Interview Follow Up

Within 24 hours after your interview, a thank you note should be written to each person that you interviewed with. Email is best.

You may receive a written response, or phone call.

YOU ARE ON YOUR WAY TO THE NEXT GREAT STEP IN YOUR CAREER. CONGRATULATIONS!

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How to Make the Most of Your Membership

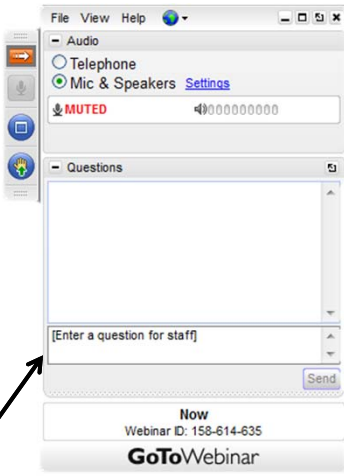
Network Network Network	<ul style="list-style-type: none">• Start collecting business cards!• Build a relationship with your local AMCP Diplomat• Join AMCP's LinkedIn, Facebook, & Twitter• Contact local managed care pharmacy professionals
Be There!	<ul style="list-style-type: none">• 2 national meetings- AMCP Nexus and Annual Meeting & Expo• AMCP's Conference Buddy Mentoring Program• Student-specific educational sessions and webinars• Local student pharmacist run conferences
Volunteer	<ul style="list-style-type: none">• AMCP chapter opportunities<ul style="list-style-type: none">• No chapter? Create one!• National AMCP volunteer and committee opportunities

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