

Interview skills for RMO's

Congratulations on being selected for an interview for a position within the Auckland region. Now you need to begin preparing for the interview.

Outline of Interview structure

Interviews begin with an introduction of the panel, timeframes and how the questions will be asked. Questions are held to be addressed at the end.

The interview questions tend to centre around a combination of topics such as your career and experience and behavioural or competency-based questions that require you to provide an example of when you were able to demonstrate that competency in the recent past.

Due to time constraints and the need to elicit the necessary information from you, be prepared for the panel to interrupt, redirect or reframe the question as required. Don't be put off by this as they are working to very strict timeframes. At the end you will have a brief opportunity to ask questions. You should be prepared with one to two questions.

Be aware that the panel may need to stop you if your interview is nearing the finishing time. It is important that the panel ensure all interviews run on schedule due to the number of interviews that the panel needs to get through. If you have additional questions you can email them to the Recruitment and Allocation Consultant for the specialty that you have interviewed for and they will redirect them to the appropriate person.

Behavioural or Competency Based Questions

This is recognised as the best method of conducting job interviews. This is based on the premise that past behaviour is the best predictor of future performance. Consequently, your ability to demonstrate clearly what you did in answer to a question, gives the panel comfort in your skills, ability and knowledge to replicate or know what to do in a future scenario.

To assist you to answer these types of questions, we recommend you take a **STAR** approach to outline a relevant work-related example in detail that demonstrates your competency in this area. This is where you get to discuss the specific **Situation/Task**; the **Action** you took; the **Result** or outcome of your actions.

Situation/Task – this is where you outline briefly the situation or task that you were faced with

Action – this is where you tell them exactly what you did – **your** part in the process (not the team, not the SMO)

Result – this is where you outline the outcome – how you were successful and what you have learnt.

As an example, if a key competency required was **Leadership**; the questions and answers may follow something like this.

“Tell us about a time when you needed to improve the performance of a staff member who was not performing to expectations? What was the situation? What did you do? What was the outcome?”

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In response to this you need to detail the exact situation with a staff member and specifically where they were not performing to expectation. E.g. not achieving key tasks in required time frames (providing more detail)

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You would then outline what specific steps you took to remedy this. E.g. had one to one with staff member, outlined the specific examples of key tasks not met, discussed challenges for staff member in achieving this, discussed options for being able to achieve tasks, including buddying with other staff member who had good processes/systems to achieve tasks in time frames, sent to time management course etc.

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Then exactly what was the result/outcome. E.g. Did the staff member stay with the

organisation and turn around their performance so that 95% of the time they were completing tasks in required time frames? How long did it take to turn around the performance?

Specialty specific and suitability to the role

think about why you are applying for the position. What is it about that specialty that interests you and makes you believe it is the specialty you want to pursue for vocational training. What have you done to learn about that specialty in terms of:

- College entry requirements
- Training programme – exams
- Core capabilities and personality requirements
- Specific courses completed/audits/conferences attended
- Research undertaken/discussions had with Trainees/SMOs to find out more
- What are your future career goals

For the behavioural questions, try and identify what you believe are key behaviours / competencies for a doctor in the specialty you are applying for. Once identified then think of specific examples when you have displayed this and also when this has been challenged in the past. Prepare your answers and practice with a friend. Have several examples ready for each behaviour as some examples do not suit every question.

Managing your interview

Finally, interview preparation is paramount to your success in interview. Be ready at least 5-10 minutes before your scheduled time to either arrive or have your zoom/skype turned on.

Ensure you are prepared, are ready for when the interview commences, and if via zoom ensure that you have tested your camera and audio settings to ensure that your interview can start on time without any technical delays.

This is a formal interview, so please ensure you dress appropriately no matter whether undertaking a face to face or zoom based interview. This is your first opportunity to show your interest and impress to the panel that you are the best candidate for the role.

Ensure you are in a quiet place where you will not be interrupted to give yourself the best chance.

We recommend you prepare and practice for your interview, so you feel confident on the day.

Please feel free to contact the recruitment team with any questions.

We wish you all the best.

**The Recruitment & Allocation Team
Northern regional Alliance**