

**1. Look in the mirror to see what they will see.**

Appearance, attire, body posture, eye contact, micro expressions and erratic speech patterns are some of the main things that the interviewer will pick up on in the first 2 minutes of an interview. If you practice speaking to yourself in mirror, it should give you an idea of what the other person might see in a face to face encounter. Giving repetitive statements, rambling, nervousness, avoidance of eye contact, slouched shoulders, crossed arms or legs and slouching will convey a story about how you feel about yourself and others.

**2. Smile.**

Smiling is something that we do that is an inhibit emotion response to joy, happiness or sentimental feelings about the past or future. If I am nervous, I rarely find myself smiling naturally. If I try to force a smile, it comes across as disingenuous and awkward. What most people don't know is that a smile can break the tension in the room and set you apart from the rest of the competition. It should convey that you are a nice person, friendly, easy going, vulnerable and that's what makes us truly unique and quite human.



**3. Be prepared to explain gaps in jobs.**

Have a prepared response to past employment and gaps between jobs. Every interview I have had has brought up explanations about gaps in my resume or details about why I left this job and accepting the next job. History has a habit of repeating itself and many prospective employers want to know the reasoning behind your past decisions to leave other jobs. I have learned that many of the decisions I have made were not all tied to selfish reasons. It was several factors that caused me to dismiss one job and start another. Identify the core values or main reasons why you left, then explain these reasons to the interviewer so that all your cards are on the table and they can see what your motivation is for the future.

**4. Don't be discouraged when the interview starts going wrong.**

I have found that when things go quiet in an interview, it may be a sign that the interview is going wrong. Uncomfortable silences, a distracted interviewer, getting to the point quickly, not giving short answers or responses, interrupting the interviewer, having to give long explanations, rationalizations, overcoming to many obstacles or objections should be red flags or warning signs to head. Just breathe, go to your happy place and think before you speak. Be positive, cordial and complete the interview.

**5. Get to know your interviewer before the interview.**

Do an online search for LinkedIn profiles, google reviews, company website review to find senior lever executives in the company before you go to the interview. People appreciate hearing positive things about themselves when you meet with them. Flattery and praise can go a long way. Who does not like hearing good things about themselves?

## 6. Diversity and inclusion.

Emphasize your cultural fit and highlight the things in life that matter to you. Never be afraid to be yourself and use whatever GOD given talent you have to benefit others. Never use diversity as leverage.

## 7. Vocabulary.

Be articulate and expressive but never use too many big words unless it's part of your daily speech patterns. Words hold weight, meaning and sometimes they can be taken out of context. Don't be overtly scripted but speak freely and remain professional.

## 8. Finish strong.

Closing statements can bear fruit if you can just do one thing. Ask for the job! I have performed hundreds of thousands of interviews with prospective applicants and the one's that stand out to me the most are the candidates who ask for the job. When a person takes the initiative tell me why they would be the right fit and ask me for the job, it leaves a strong impression on me. I always close by saying, "when do I start?"

## 9. Thank the interviewer

Thank them for taking time out to meet with. Thank them for the opportunity to interview. Thank them for considering you for the position. People appreciate hearing Thank you!

## 10. Follow up

Companies will conduct many interviews, and in most cases, there may be follow up interviews in order to reach a decision. Don't be afraid to take the initiative to ask when I should follow up or what is the next step in the process. Taking ownership or control over the process can be a good thing. It speeds the process up and conveys that you are a vested candidate wanting consideration.



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