

# Getting Hired for your first PA job:

## Top Ten Secrets

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# Top Ten Secrets to Getting Hired:

- Top Ten Secret list
- Review:
  - What NOT to do
  - What to DO



# # 10

**Do NOT embellish** your resume or application:

You are NOT proficient in any procedure unless you have done it repeatedly in your previous career.

And don't hide anything: if you have a DUI and the application asks this, you must answer honestly.



# # 9

**Do not be stuck** in wanting one area of medicine;

The job offered to you may not be your ideal position, yet it will get you into the door

Do not have tunnel vision



# # 8

## **Be flexible**

Change your schedule, do NOT expect them to accommodate you for interviewing.



# # 7

## **Be available for phone/virtual interview:**

If you get called and you are NOT prepared, or if there is noise in your background, compose yourself, ask if they could hold for one moment so that you can get somewhere quiet.

This is first contact and as important as an in-person interview

Video interviews:

- Know what you look like

- Know what is in your background

- Make sure there are no other distractions.

**Take a breath**



# # 6

Make sure you have **references** who are reachable and full contact info

Important for application

Important for credentialing



# # 5

## **Dress for success:**

Not the current trend: most interviewers will expect business dress

Be clean: give yourself enough time in the morning:

Clean nails: do not have long nails

Clean clothes: Pressed

No body piercings (check policy)

Be rested: no benders the night before

Schedule appropriately

Know your priorities: if Monday after Super Bowl, maybe you shouldn't drink.





# # 4

## **Nail the interview:**

Don't drink a lot of caffeine before your interview

You are already nervous, you don't need any other rushes

Don't fidget

Make eye contact

Be present in moment

Turn off your phone

Be concise in your answers, do not dawdle

**Do NOT BE LATE!**

Ask questions



# # 3

## RESUME and COVER LETTER

Stand out

What makes you unique?

Don't go the norm: 1,000s of templates, don't use what every one else is using.



# # 2

## **Be prepared: who, what, where, when and why?**

**Who** are you?

Tell your story

**What** do you want to do in first year, 3 yrs, 5 yrs?

Tell your goals

**Where** is your most ideal job?

Where will you be most engaged?

**When** can you start?

(licensing, credentialing, moving, etc)

**WHY** do you want to work for us?

What do we have and what will you bring?



# # 1 Secret to getting your first job

**Knowing your audience** will make you stand out from the crowd.

Research the company/ institution with whom you are interviewing

What will you bring to the position that no one else will?

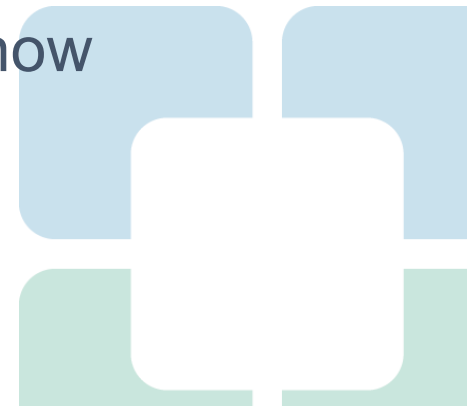
Know the position

if applying to many, make sure you change your cover letter to reflect the right position



# Do's

- Do arrive early
- Do shake hands: no wimpy hand shakes
- Do bring a paper copy of resume
- Do be open to other position suggestions:
  - No fit for this position, but we have something over in.....
- Do thank the interviewer for their time
- Do send a thank you note
- Do be confident, not arrogant; you are a new grad! You don't know everything.



# Don'ts

- Don't be late; test run the drive to make sure you know where you are going
- Don't hide anything in your past: they will find out.
- Don't ask about money first thing: most will have recruiters who will talk to you about this.
- Don't over embellish your skills or talents: they will find out quickly if you miss-represent yourself
- Don't be on your phone, or answer your phone.
- **Do NOT GHOST them.** That will follow your career for a long time!



# Last words:

Just say YES and be ALL IN

It may not be your dream job, but if you apply yourself 100 %, it will give you experience and make great connections and / or references for your next career move.

**QUESTIONS?**



# Contact Information

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