Memorial Sloan Kettering Cancer Center

Interview Tips

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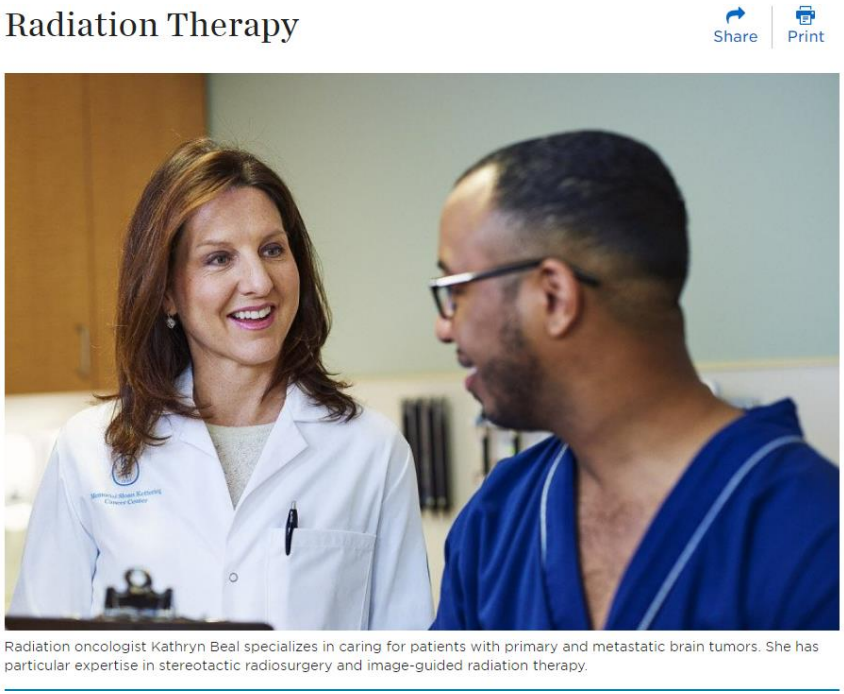
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KNOW YOUR TARGET

- RESEARCH before arriving at the interview.

Make the effort to investigate the organization you're interested in and be ahead of the competition.

To get a sense of how the organization you're interested in sees itself, go to their website and read about the company's history and plans for the future.



https://www.mskcc.org/cancer-care/diagnosis-treatment/cancer-treatments/radiation-therapy

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KNOW YOURSELF

During an interview, your job is to sell yourself!

- Know your skills well enough to do this effectively

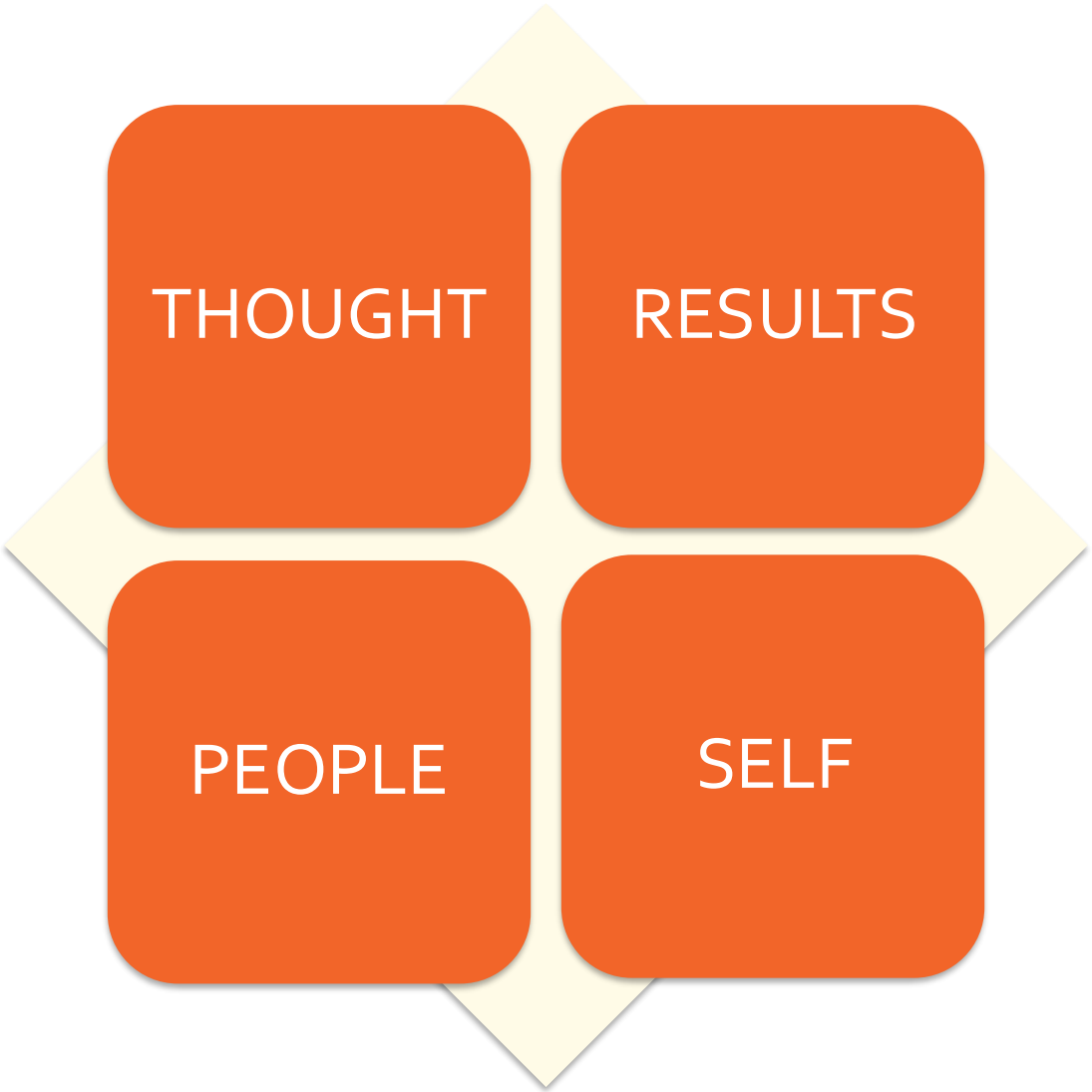
Connect your skills with the organization's needs - its the best way to get hired. Use Examples!

- Maintaining a high GPA required strong *time-management skills!*
- Competencies completed is an example of you being *proactive and accountable*

Organizations want honest, keen, friendly, motivated and responsible employees.

- Do you deal well with people?
- Are you conscientious?
- Self-motivated?
- For example, did you show determination to get back into the treatment room after failing a comp?

MSK Success Factors



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THOUGHT

Patient Focus

- Building strong patient relationships and delivering patient-centric solutions.
  - Look to the future and determines some emerging patient needs; determines appropriate responses
  - Investigates and applies some ways to improve patient experience.

Decision Quality

- Making good and timely decisions that keep the organization moving forward.
  - Knows when to act independently and when to escalate issues
  - Demonstrates strong judgment; may be sought out by others for expertise and guidance.

RESULTS

Drives Results and Accountability

- Consistently holding self and others accountable to commitments and to achieving results, even under tough circumstances.
  - Holds self to high standards of performance; sets some challenging goals.
  - Remains focused on achieving key goals, even in the face of obstacles and setbacks.

PEOPLE

Inclusive Collaboration

- Partnering and collaborating with others with different perspectives and cultures to meet shared objectives.
  - Behaves with appropriate appreciation for different cultural norms, expectations, and ways of communicating

SELF

Courageous and Trustworthy

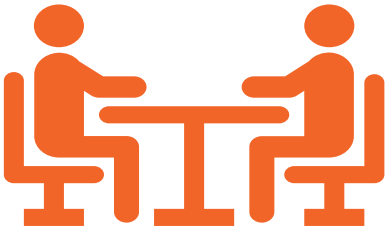
- Gaining confidence and trust of others through honesty, integrity, authenticity, and stepping up to address difficult issues and saying what needs to be said.
  - Makes progress despite unknown parameters or an unclear path forward.
  - Raises difficult topics to be sure they are addressed.

Nimble Learning

- Actively learning through experimentation when tackling new problems, using both successes and failures.
  - Makes use of new concepts and principles when addressing problems.
  - Takes steps to draw lessons from mistakes and avoid making them again.

PRACTICE

There's no substitute for rehearsing how you'll handle an interview.



Ask your partner, sibling or friend to be the interviewer, and give them a list of questions.

- *What were your responsibilities at your last job (or at school)?*
- *What major challenges and problems did you face? How did you handle them?*
- *Which was most/least rewarding?*
- *What was the biggest accomplishment/failure in this position?*
- *Where do you see yourself in five years?*
- *Why should we hire you?*
- *Discuss a situation where you had to resolve a conflict.*
- *Discuss a situation where you had to demonstrate teamwork/leadership skills.*
- *Describe a situation where you failed.*
- *Describe a situation where you set a goal and met it.*

ANSWER HONESTLY

Concise Answers

- Strong points are better than disorganized babble. Look the interviewer in the eye when you're answering.

Gather your thoughts

- If you need a moment to collect your thoughts to answer a specific question, feel free to say, "I need to think about that for a moment"

Honesty

- The interviewer will respect your honesty and your desire to offer a thoughtful answer. If a question is particularly difficult, try to remember how you approached similar questions while practicing.
- Remember to be yourself!

ASK QUESTIONS



Usually at the end of an interview, you'll be asked if you have any questions.



Don’t come off unprepared



Take notes during the interview to keep track of questions you might want to ask.

FOLLOW UP



Your interview isn't over when you walk out the door/ exit zoom.



Set yourself apart: write a short thank-you note to your interviewer.

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Any Questions?

