



CRUSHING THE INTERVIEW

A TABLETOP EXERCISE ON PRESENTING
THE BEST “YOU”!

Presentation Collaboration By:



OBJECTIVE: Crushing the Interview



RESUME
WRITING



INTERVIEW
PREP



DAY OF THE
INTERVIEW



INTERVIEW
FOLLOW-
UP

Who are Employers looking for?



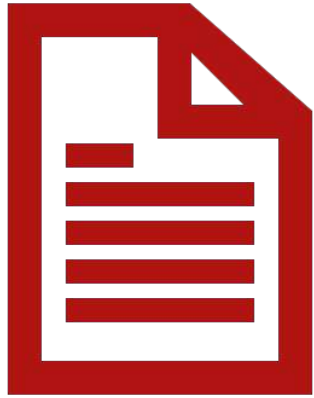
Someone who understands the Job Description

Someone who is a Team Player, who can work alone or in a group

Someone who has soft-skills and can conversate with the team

Someone who is productive, but understand work-life balance

Someone who exudes confidence, positive energy, and motivation



It All Starts With The Resume

RESUME WRITING

Resume Styles and Sections

Objective

Three concise statements that speak to your work ethic and personality.

Ex.

High performing biomedical equipment technician with a strong leadership and customer-oriented mindset, who is accomplished in optimizing workflows, streamlining inventory and maintenance functions, and enhancing safety in the workplace. Looking to add value and insight to your organization.

Skills Summary

Bulleted statements about skills or work experience that you have had over the past 10 years.

Ex.

- Ex. US Army Veteran
- 12+ years Leadership experience
- 17+ years Biomedical Equipment Technician
- 8+ years of Curriculum Development and Training

Education

List of all undergraduate and graduate level education, along with certificates of training.

Ex.

AAS- Biomedical Equipment Technology – 2008

Certified Biomedical Equipment Technician – CBET

A+, Network+ Certification – 2015

GE Aisys Training - 2018

Work Experience

Bulleted 10-year history of related jobs held for more than 1 year.

Ex.

Loveland Medical Center

Loveland, TX

January 2020 - Present

Biomedical Equipment Technician III

Performed work on ventilators, infusion systems, sterilizers, OR equipment, respiratory equipment, ultrasound, patient monitoring systems, and network infrastructure and implementation.

Paris Medical Center

Paris, TX

October 2015 - January 2020

Biomedical Equipment Technician II

Performed work on infusion systems, sterilizers, OR equipment, respiratory equipment, patient monitoring systems, and network infrastructure.

Tyler Medical Center

Tyler, TX

June 2013 - October 2015

Biomedical Equipment Technician III

Performed work on infusion pumps, patient monitoring systems, physical therapy equipment, centrifuges, and defibrillators.

Resume Wrap Up

▶ Do's

- ▶ Use concise statements
- ▶ Follow the job description (keywords, metas)
- ▶ Keep the resume at no more than two pages
- ▶ Accurately list all training
- ▶ List volunteer work

▶ Don'ts

- ▶ Personal pronouns
- ▶ Use fancy fonts and colors
- ▶ Use colored paper or construction paper for a handheld resume
- ▶ Put your photo on the resume
- ▶ Add references to the resume

The Cover Letter



TO DO OR ...

**NOT TO DO A
COVER LETTER**

Recommendations

- ▶ Having a Cover Letter ready to go is helpful, but is it always necessary?
 - ▶ BMET I/II positions do not need a cover letter, unless you are transitioning into a new career field
 - ▶ Upper-level technicians should have a cover letter
 - ▶ All leadership or sales positions should have a cover letter



The Cover Letter

Section 1: Contact Information

Name, Address (City and State ONLY), and Email

Section 2: Introduction

Introduce yourself and/or thank you for the opportunity to apply

Section 3: Work experience

Speak to how your work experience aligns with the job description

Section 4: Value Add

Discuss the company and how you believe that you are a value add to the organization

Section 5: Thank you

In closing, thank you for your time

Irma M. Crushingit

Houston, TX
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IMCrushingit@gmail.com

02/24/2023

Dear Sir/Ma'am:

Thank you for the opportunity to apply and affirm my interest in the Biomedical Equipment Technician III position at Greater Health of Texas. I believe that the requirements of this position align with my work history and qualifications.

For the past ten years, I have worked in two Level 1 Trauma Centers and been responsible for over 2000 pieces of equipment. I have specialized training in medical devices found in the OR, Laboratory, and Labor and Delivery areas. I am also well adept in working on hospital beds, infusion systems, and dental equipment. I have worked with three different CMMS systems to include Nuvolo, TMS, and Facility Survey, and I have a proficiency in working with IT networks and cyber security of medical devices. I have also led and trained other HTM Technicians in various modalities and on test equipment and worked with department leaders on capital equipment replacement and purchases.

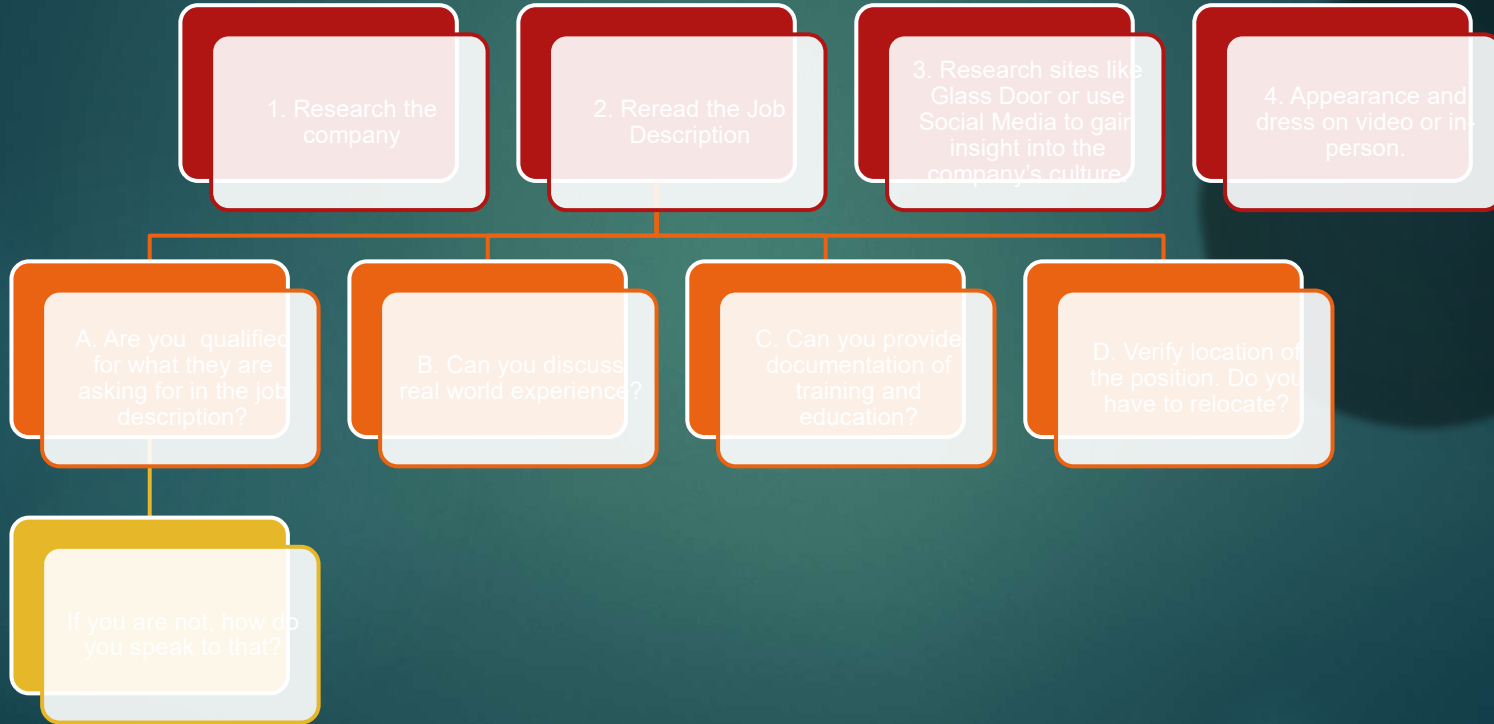
In the role of Biomedical Equipment Technician III at Loveland Medical Center, I had the opportunity to collaborate with our C-Suites on many proposals for medical devices, training for staff, and adding service solutions that would enhance the facility. I understand the importance of building strong relationships, networking, and listening to my customers. In doing so, I have been able to gain great support, trust, and loyalty with the facility. My customers saw me as knowledgeable, passionate, and willing to go above and beyond for them, and that is what I would like to bring to this role.

As Greater Health of Texas is a Level 1 Trauma Center with over 500 patient beds and currently listed in D Magazine as one to the Best Places to Work in the US, I am excited for this opportunity and would like to speak with you more about a future with the organization.

Thank you for your time and hope to hear from you soon.

Irma M. Crushingit, CBET

You've received the call for the interview....now what?!



Human Resources Pre-Screen Phone Call (Impromptu)

If you receive an impromptu phone call from HR, they know that you may be busy, so don't be afraid to reschedule the call. But, if you decide to do the call, keep the following in mind:

- ▶ If you are doing something else, like caring for children, let them know that something else is sharing your attention.
- ▶ If you are not sharing your attention, then stop whatever you are doing and clear your mind.
- ▶ If you are driving, pull over to focus on the call.
- ▶ Focus on the HR Rep or Caller and what they are asking you.
- ▶ Be clear and concise in your responses.
- ▶ Be mindful to exude positive energy and be mindful that a good sense of humor goes a long way.
- ▶ Do not ask questions that are unrelated to the purpose of their call, i.e. compensation of the job.

The Day of the Interview

In-Person

- ▶ Know the location, floor, room
- ▶ Be at least 30 minutes early
- ▶ Use a GPS (Waze or Google Maps) to schedule proper leave time
- ▶ Be prepared to pay for parking and having to walk some distance
- ▶ Ensure that your attire is clean and presentable (Be sure to view yourself in a mirror!)

Online

- ▶ Prep your computer in advance
 - ▶ How reliable is your internet?
 - ▶ Check your browser and OS updates a day prior
- ▶ Test the video link
- ▶ Setup your background
 - ▶ Avoid the use of distractors, like photos, posters, or filters
 - ▶ Check the camera view of yourself
 - ▶ Be aware of background noises

Dress for the Job You Want!

Colors

Black – Leadership, sophistication, and exclusivity.

Blue- Confidence and trust. Says that you are a Team Player.

Gray – Independent, logical or analytical.

White- White or beige is a safe color and can show high organizational skills.

Brown - communicates reliability and dependability. It's also **important** to note that while it can convey solidity, it can also come across as old-fashioned, so be careful how you wear it.

Red - This color conveys passion and power. Also associated with energy, excitement and courage. Keep in mind that red can also convey hostility and defiance.

Yellow, green, orange and purple - These colors can communicate that you're fun. However, they may not be the best choice for an interview as they don't invoke feelings of commitment and trust. Orange, in particular, is considered the most inappropriate color for an interview and can come across as overly confident and unprofessional.

Scents & Accessories

Perfumes and colognes: Light usage, or none.

Deodorant: Wear an antiperspirant to prevent underarm stains

Jewelry: Less is more. Avoid large rings, earrings, and necklaces

Body Piercings: Remove tongue & eyebrow piercings prior to interview

Remove gauges or use placeholders

Nails: Clean and manicured nails

Avoid wearing press-on or glue-on nails

Dress

Technician:

Collared Shirts and Dress Slacks/Khakis

Dresses/Skirts should be knee length

Management:

Suit and Tie or Sport Coat and Collared Shirt

Dress/Dress Suit with Blouse

Dress shoes – Avoid platform stilettos, open-toed shoes, or sneakers

Posture is Important



Sitting or Standing

Sit and stand up straight

Slumping shows you're indifferent not only to how you portray yourself, but to the job itself.

Leaning in slightly will show that you're listening closely and interested in what they have to say.



Leg Movements

Legs uncrossed or crossed at the ankles

Avoid nervous tapping of your legs

Optional: Mirror the posture of the interviewer



Personal Habits to Avoid

Fidgeting or unnecessary movements

Nail biting

Finger tapping

Laughing with your whole mouth

Get Out of Your Comfort Zone



Create an Elevator Pitch for Yourself

Sell yourself in 30 seconds



Create a list of questions for the interviewer

Culture
Training Options
Work Hours or Remote options
Location of work (onsite or field service)
Tuition Reimbursement/Certification Reimbursement
Typical Workday breakdown



Create a list of talking points

Use your responses to the interviewer to segway into a good conversation about things you are interested in.
Don't be afraid to use your sense of humor.
Be up-to-date on current events, not just sports
Be prepared for behavioral based questions



Types of Interview Questions

- ▶ 1. Personality assessment questions
- ▶ 2. Questions that demonstrate your abilities
- ▶ 3. Qualification-based questions
- ▶ 4. Behavioral-based questions
- ▶ 5. Technical interview questions
- ▶ 6. Opinion-based questions
- ▶ 7. Brainteaser interview questions

How to Respond to Behavioral Questions

- ▶ Study the job description.
- ▶ Review major projects you've worked on.
- ▶ Revisit previous job performance reviews.
- ▶ Make a list of your professional accomplishments.
- ▶ Use the STAR method to structure your response.
- ▶ Be open and honest in your answer.
- ▶ Practice your interview responses aloud.
- ▶ Keep your answers under two minutes

S Situation	Detail the background. Provide a context. Where? When?
T Task	Describe the challenge and expectations. What needed to be done? Why?
A Action	Elaborate your specific action. What did you do? How? What tools did you use?
R Results	Explain the results: accomplishments, recognition, savings, etc. Quantify.

'STAR' Technique to Answer Behavioral Interview Questions

<http://www.RightAttitudes.com>

Interview Time!

Do's

- Do be complimentary
- Do stay focused on the interviewer(s) and maintain eye contact
- Do have a small notepad for taking necessary notes
- Do be able to speak about the OEMs and Models of the equipment that you have worked on
- Do be able to speak about applications that you have worked with: CMMS Systems, OBIX, GE Carescape Network, ServiceNow
- Do be able to speak to compliance and cybersecurity remediation efforts

Don'ts

- Don't throw team members past or present under the bus
- Don't discredit the competition in front of customers or colleagues.
- Don't use dark humor, obscene or dirty jokes.
- Don't have your phone in your hand.
- Don't talk about your personal problems
- Don't slouch in your seat

After the Interview



Ask “When do you all expect to make a decision?”



Follow up with a “thank you” email within a day or two



Links

[7 Types of Interview Questions Indeed.com](#)

[Job interview posture: Body language power tips - CBS News](#)

[8 Expert Interview Body Language Tips \(best-job-interview.com\)](#)

[Best Colors To Wear to a Job Interview | Indeed.com](#)

3 Easy Steps to Win \$100!

- ▶ Take a picture
- ▶ Post on social media using #MDEXpo
- ▶ The attendee who uses the hashtag the most throughout the conference will win a \$100 giftcard!!

