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## Job Interview Survival and Career Advancement Tips

### Have You Ever Asked Yourself:

"When I graduate from my vocational training program how can I know with 100% confidence that I will OUTSHINE those who will also apply for the same jobs?"

"How come, with my experience on this job, I cannot achieve the promotion and better pay I deserve?"

"What can I do or say to stand out from the rest during my job interview?"

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### Tip # 1: Gain An Edge and Stay Ahead

Why do applicants with credentials score more job interviews and ultimately higher pay and promotions than their non-certified counterparts? Because their resumes look rich and crisp while all the others look gray and grainy. Having the right credentials (including certification in your field) will get employers instantly interested in you, even if you do not yet have the years of experience they often request in their job announcements and advertisements.

### Tip # 2: Get Certified/Registered

Passing a comprehensive certification exam impacts professional success. It means your training and experience in a specific field are sufficient to do the job, and do it well. Once you have passed the certification exam, you are recognized by the sponsoring regulatory organization, or association as a professional with the appropriate combination of knowledge and skills to proficiently and competently work in your field. Your credential is a valid statement of your professionalism and excellence.

### Tip # 3: Make Them Want You

Stay ahead of the curve by presenting yourself as a knowledgeable professional, and reliable member of the health care/medical office team. But realize, that since "value" is subjective, you will need to support your claim with objective, factual statements, and documentation.

### Tip # 4 Don't Be Shy

Don't be shy! If you can show during the interview that you are their most qualified candidate it simplifies the decision-makers selection process. But at the same time, be careful, tough, because the interviewers expect you to prove your claim. So, before

you talk about how you can add value to their office have the documentation that supports your claim with you and readily available.

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## Tip # 5: Emphasize Your Qualities

Don't tell them you feel that you will be a great asset to their organization because your mother worked in a similar field like you for 30 years. Instead, tell them about YOUR traits and qualities that you bring to the table and matter most to them in THEIR office or work place environment...

### **Traits that matter...**

- High standards
- Attention to detail
- Analytical skills
- Efficiency
- Dependability
- Integrity
- Persistence

*...and*

- Enthusiasm
- Listening skills
- Communication skills
- Flexibility
- Teamwork

**Think about it---why wouldn't they want to hire a person like you?**

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## Tip # 6: Say I Mean Business!

You'll have to convince those present that your knowledge and skills provide genuine value and benefits to their business. After substantiating your best qualities, show them that you mean what you say. Pull out your "secret weapon" and hand over the following documentation to the decision makers in the room:

Resume (a detailed description of your achievements and experience) Diploma from an accredited medical assistant school (MA program) Letter of Recommendation (previous employers, volunteer supervisors) References (individuals in your community, businesses, or organizations) Professional certification documents (credentials by means of exams)

## Tip # 7: What If You Freeze?

Do your homework so you are confident. If you don't you are more apt to struggle internally and blank out.

What if you do freeze? Just remember to remain calm and act professional. Don't fidget, or worse, tell the interviewer "Oh, my God, I am so nervous, I am drawing a blank". No one knows what you are thinking or feeling on the inside. The easiest way out of drawing a blank is to ask your audience a question, such as: "What is the most important aspect of the job to you", or "At this point, do you have any additional questions for me?" Then, don't focus on your next words, rather focus on breathing, breathe, and again, breathe to allow your brain to "unlock."

**Follow these tips, do it well, and you'll be golden!**

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Websites For Those Interested In A New Career In the Healthcare Industry:

### **1. Advanced Medical Assistant of America**

Career advice and educational programs for medical assistants.

<http://www.certmedassistant.com>

### **2. Medical Assistant Net**

Professional career tips, training standards, scope of practice, and peer-to-peer networking opportunities.

<http://www.medicalassistant.net>

### **3. Medical Assistant Pharmacology**

Review of important areas in the study of pharmacology as it applies to situations typically encountered in a medical office.

<http://www.mapharm.com>

### **4. Medical Assistant Exam Help**

**Educational reviews, study notes, and reference material for medical assistants who are preparing for examinations.**

<http://www.maexamhelp.com>

### **5. Medical Assisting Career**

Intro to related careers that medical assistants may cross-train, or transition into with additional training.

<http://www.medicalassistingcareer.com>

### **6. Medical Assistant Site**

A quick run-down of the medical assistant's training options for those who are contemplating a career in medical assisting.

<http://www.medicalassistantsite.com>

### **7. New Medical Assistant**

**Introduction to the medical assistant's role in a medical office, with many tutorials to review medical assisting skills.**

<http://www.newmedicalassistant.com>

### **8. Medical Billing and Coding Net**

Reference website for medical billing and coding students that seek self-study resources, and networking opportunities with their peers.

<http://www.medicalbillingandcoding.net>

### **9. Medical Coding and Billing Career**

Dedicated to experienced medical coding and billing professionals it offers career advice, articles, and tips on how to start an independent home business.

<http://www.medicalcodingandbilling.com>

### **10. Phlebotomy Pages**

Highly informational website for those interested in phlebotomy and the art of venipuncture as a new career.

<http://www.phlebotomypages.com>

### **11. Phlebotomy Tech**

Summary of the phlebotomy tech's job and daily duties along with other noteworthy facts and resources.

<http://www.phlebotomytech.com>

Medical Assistants, visit [Advanced Medical Assistant of America](#) for free career certification info!

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