

Name of Student:

Time:

Tips for Job Interviews

1. Do your homework about the program/facility: Who owns it? What type of clients do they service? Have they been in the news lately? What kind of programs do they have and are there any specialty programs?; What are they best known for and are there any centers of excellence? What is their payment structure and who is their primary funder?
2. Arrive at least 10 to 15 minutes early for your appointment (or earlier, if instructed to do so by human resources). Make sure you know the directions to the organization and allow time for traffic.
3. Come to the interview alone. Do not bring a family member or significant other to the interview.
4. Dress professionally and somewhat conservatively, but be true to your personality.
5. Be polite to everyone you encounter. Acknowledge everyone with a smile and greeting.
6. Do not chew gum!
7. Turn your cell phone off!
8. Bring a black ink pen to fill out any paperwork.
9. Bring extra copies of your resume.
10. Bring a portfolio or some other type of professional-looking carrier for your paperwork and any paperwork you may receive from the facility.
11. Have a list of questions prepared to ask the interviewer(s):
 - Workload/caseload
 - Supervision
 - Team members
 - Performance review process
 - Continuing education opportunities
 - Professional association dues
 - Clinical ladder and opportunities for advancement
 - Opportunity to work with students
 - In-services offered
 - Mentorship opportunities
 - Opportunities to work with other team members
12. Ask for a tour of the facility and the treatment space.
13. Do not ask what the salary range is on the first interview. Be prepared to give your salary range if asked.
14. Be yourself. Remember, you are interviewing them too.

Mock Interview Questions
AOTA/NBCOT National Student Conclave

1. Tell me about your fieldwork experiences. What were the settings, what types of clients did you service, what were the assignments you had, and what did a typical day look like towards the end of your rotations? What kind of caseload or workload were you carrying at the end of your rotations?
2. What type of feedback did you receive from your supervisors about your documentation?
3. What interests you most about our program/facility? What interests you most about this position?
4. What strengths or special skills will you bring to this position? In what areas will you need support and further learning?
5. What type of supervision fits your personal style the best?
6. Do you have a professional development plan? Where do you see yourself in 5 years, both professionally and personally?
7. What type of volunteer organizations do you participate in?
8. Have you sat for the NBCOT exam?
9. Tell me about a situation during your fieldwork where you felt most proud to be an occupational therapy practitioner.
10. Tell me why you went into occupational therapy.
11. Tell me your definition of occupational therapy.
12. Tell me about a situation where you needed to advocate for occupational therapy. What did you say?
13. What do you see as your greatest weakness? How do you compensate for this?
14. What kinds of questions do you have for me?

Include both
your school and
permanent addresses to
ensure employers can reach you.

Ima Nu Graduate

CAMPUS:

1551 Massachusetts Avenue
Washington, DC 20018
202-884-1234
tracyhammond@americanu.edu

PERMANENT:

4720 Montgomery Lane
Bethesda, MD 20814
301-652-6611
thammond@aota.org

OBJECTIVE

To contribute excellent treatment planning skills to the position of pediatric occupational therapist in the Washington, DC, metro area.

EDUCATION

Master of Science Degree: Occupational Therapy, May 2007
American University, Washington, DC
Graduated Magna Cum Laude with a GPA of 3.80/4.00
Master's Thesis: **Occupational Therapy's Role in Treatment of Pediatric Head Trauma Patients**

If you are a recent grad or current college student, placing the Education section prior to the Experience section makes the most sense, unless you have significant OT-related experience. Include GPAs higher than 3.0 (4.0 scale) on your résumé OR your major's GPA if these grades are higher.

HONORS

- Phi Theta Epsilon Occupational Therapy Honor Society, Treasurer
- Selected as Student Speaker for annual Maryland Occupational Therapy Conference, 2006

EXPERIENCE

Occupational Therapy Internship
Kennedy Krieger Institute

May 2006 to August 2006

- Assisted in assessment of pediatric clients with head trauma.
- Monitored, identified, and resolved client behavioral problems.
- Participated in rehab and clinical rounds and family conferences.
- Co-authored *Fun With Games* manual to assist family members of clients in selecting appropriate playtime activities.

Administrative Assistant
Woodbine House

May 2005 to August 2005

- Performed pre-visit documentation for occupational therapy clients.
- Created HIPPA compliance form and information pamphlet used by organization.

Need to fill your sparse résumé?

- Include foreign language study, alternative learning experience, computer skills, extracurricular activities, volunteer work, and special interests if they highlight skills that would prove useful to a potential OT employer.

- Keep your résumé current and focused. Do not include pre-college information unless the accomplishment is something extraordinary such as military service or national award.

FIELDWORK

Level I at Veteran's Affairs Medical Center—Jefferson Barracks (September to December 2005)

Level I at Edgewood Children's Center, St. Louis, MO (May to July 2005)

Level II at St. Louis Children's Hospital, St. Louis, MO (June to August 2006)

- Provided comprehensive acute care OT services for children with burns, orthopedic injuries, cardiac or pulmonary diseases, transplants, or developmental delays.

Level II at Central Institute for the Deaf, St. Louis, MO (September to December 2006)

- Provided comprehensive OT services for a caseload of 9 students and consultation services as needed for all students. Also directed the After-School Program by planning and implementing daily activities, organizing billing, and holding primary responsibility for the safety and well-being of the students.

PROFESSIONAL DEVELOPMENT

- School System Annual Program: Working With Students With Emotional Disturbances in the Schools (April 2007)
- Kindergarten Consultation: A Partnership Between Occupational Therapy and Education (April 2007)

PROFESSIONAL AFFILIATIONS

Member, American Occupational Therapy Association

Member, Maryland Occupational Therapy Association

REFERENCES

Available upon request.

Add workshops, seminars, and in-service presentations, including any education sessions attended at AOTA's Annual Conference & Expos in the Professional Development Section and the AOTA/NBCOT National Student Conclave.

Reminders:

- Limit your résumé to no more than 2 pages.
- Always remember to spell check and proofread your résumé. Nothing sticks out to a résumé reviewer like someone who states their ability to perform concisely and accurately, and yet their résumé is full of typos and grammatical errors.
- Note that this résumé is for reference only.
- Ensure résumé is formatted uniformly.

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