

VT229 Sophomore Clinical Externship

Arranging an Interview and Tour - 2011

The Interview and Tour:

Once, externship site assignments have been made, the student will **contact the site** to arrange for an interview and tour of the externship facility. **Do NOT contact the site before you have been given your assignments.** Interviews must be scheduled no less than two (2) months before the rotation is to begin. This allows time to find an alternate site in the event that the externship is unacceptable to the student or that the student is unacceptable to the practice. The interview should include a tour of the facility, a discussion of the learning opportunities at the site, the goal's of the student for the externship and a tentative schedule. The student is requested to dress in business attire or in the Program's uniform, be prompt and take three copies of your resume.

Prepare for the Interview

1. **Call and set up the interview at least 2.5 months before the externship is scheduled to begin.** Be prepared to speak with the receptionist and leave a message for the site supervisor. The site supervisor may not get back to you for a long time (sometimes as long as one week). Be prepared for this. Do not become impatient with the receptionist or the site supervisor. Some students have been rejected from sites based on their interaction with the receptionist. If you do not hear back after one week, call again, leave a second message and ask for the e-mail address of the site supervisor. Email the site supervisor to request an interview and give dates and times of your availability. Be sure the e-mail is grammatically correct without spelling errors. Write it as though you are writing a cover letter. Use a formal salutation and closing. If you have difficulty writing at a college-level, have someone proof read the e-mail before you send it. If after three weeks you still do not hear back, call Dr. Bassert and let her know so she can help you.
2. Well in advance of the interview, **complete the Student Goals for Externships form.** Consider carefully where you are in your training and think about how the externship can help you move forward. For example, you might want to perfect jugular venipuncture or placing endotracheal tubes, you might want to become proficient in administering chemotherapeutic drugs or gain experience working with birds. You might want to observe orthopedic surgeries or ones using lasers. When you complete the form, be sure to **type it and make 4 copies. Give one copy to Dr. Bassert, one to each of your site supervisors (during the interview) and one for your own records.**
3. Dress in business attire. Try to wear conservative colors such as white blouse/shirt, black blazer (tie for men) and conservative black shoes (pumps for women). Gather and iron your clothes the night before. Fix loose buttons, threads, polish shoes, etc. Dress and act professionally. (no perfume, no excessive make-up or jewelry, no gum, make good eye, cover tattoos, no tongue or nose studs).
4. Be 10 minutes early for the interview.

5. Make good eye contact, smile, firm hand shake, mirror the body language of the interviewer within reason, stand and sit up straight, limit your own talking, be positive, do not criticize co-workers or previous employers, do not mumble, giggle, smoke, fidget, tinker with jewelry).
6. Communicate clearly and slowly, avoid saying ahhhhh, or the word "like." Give a copy of your goals for the externship to your interviewer. Also give your interviewer a copy of the Task Check List. Be sure to discuss both of these documents with the site supervisor during the interview. Do this again with your supervisor at the beginning of the rotation. Keep in mind that your supervisor is not psychic. If you communicate what you want to learn, your supervisor is more likely to help you learn it. At the same time, keep in mind that the site is volunteering to be part of the externship. Do not be too demanding.
7. Ask for the business card of the person who interviews you.
8. After the interview, send a note of thanks. Informal hand written note or e-mail is fine. This will make you stand out from other applicants and will put you on a positive initial footing if you are offered the externship position.