



In-Person Interview Success Checklist

To-Do Item	Status	Reminder
Complete practice research	☐	Know their mission, patient population, and interviewers' backgrounds.
Get references ready	☐	Notify references and confirm they can submit letters or take calls.
Prepare interview attire	☐	Select professional attire (a suit); avoid strong fragrances.
Print materials	☐	Bring multiple copies of your CV and a reference list in a professional folder or briefcase.
Map and travel plan	☐	Do a practice run or travel the day before; arrive 10 to 15 minutes early.
Practice the STAR method	☐	Prepare 3 to 5 brief stories for behavioral questions (conflict, challenge, success).
Prepare your questions	☐	Have questions ready about call schedule, patient volume, and support staff.
Send post-interview thank-yous	☐	Send personalized thank-you notes to each interviewer within 24 hours.

Questions? Reach out anytime, always free for candidates.

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