



Recruitment Guide: Applicant Guide

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AMERICAN UNIVERSITY of BEIRUT MEDICAL CENTER
المركز الطبي في الجامعة الأمريكية في بيروت

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Purpose of the Applicant Guide

After passing a careful evaluation of your education and experience and upon ensuring that you have at least the minimum qualifications, you are considered for an interview. This guide will help you prepare for the interview and guide you throughout the process. To increase your chances of selection and feel comfortable during your interview, refer to the below.

Preparation Process

- Have a good night sleep the night before the interview.
- Review carefully the duties and responsibilities posted in the "Job Description"; it will acquaint you further with the targeted position.
- Compose a set of questions that you might want to ask by the end of the interview, such as:
 - What am I expected to do in the short run?
 - Does the job require a flexible or fixed schedule? What are the working hours?
 - How is the reporting structure of this job defined?
 - When can I receive feedback about my interview?
- Recall important incidents that reflect your work experience. Think how these would display your talents, skills, determinations, and achievements. For example, a stressful situation that you were able to handle or a time where you took the initiative to solve a problem.
- Prepare your clothes. A suit and shirt are recommended for both men and women. Men are expected to wear a tie as well. Black or blue pants (not jeans) and a classic shirt, preferably white would be suitable.

What can be done 10-15 minutes before the interview?

- Take a deep breath and tense all your muscles. Hold your breath for 10 seconds; exhale slowly from your belly instead of your chest (you will see your belly going up and down) and relax your muscles. Try this breathing exercise five times; it will help you decline your stress level "Tense and Release - AnxietyBC Youth".
- Smile for a few minutes so your body secretes serotonin (mood enhancing hormone) "Karen Kleiman, LCSW postpartumstress.com".
- Stay positive; believe that you are well prepared, and take the chance to impress the committee.
- Make sure your cell phone or any electronic device is turned off.
- Remove any excessive accessories such as (hat, sunglasses, etc.).

During the interview

Interview etiquette

- Be on time. In case you were late, call and inform.
- Initiate a firm handshake. Make sure to avoid any aggressive tone.
- Introduce yourself.
- Thank the interviewer for taking their time to meet you.
- Keep your stuff on your lap or your side.

Body language

- Your body language is the image of your true thoughts and attitude. Therefore, you need to improve and use appropriate body language during the interview.
- Look alert and interested by maintaining a straight body posture and proper eye contact.
- Nod your head while listening.
- Use hand gestures to point or indicate numerical values. Show your palms while speaking; keep them above the desk.
- Use an appropriate tone of voice; let it be clear but not too loud.
- Articulate your words clearly.
- Keep smiling and be friendly.
- Sit up straight, and keep your feet firm to the ground.
- Be confident.

What to expect

In this section, we are going to tackle some of the most common questions asked by Interviewers today.

Opening questions:

- How would you describe yourself in terms of education and experience?
- What interested you to apply?
- What is your understanding of the position you're applying for?

Competency Based questions:

- Did you work in a team before? What was your role? Describe a situation.
- Provide an example of a successful promotion of one of your ideas. How did you convince your audience?
- Describe a challenging customer complaint that you had to deal with.
- Discuss a time when you identified a need and went above and beyond your responsibilities to get it done.

Technical questions:

- These vary based on your technical knowledge and experience.

After the interview

How to end the interview:

- Ask the questions you have previously prepared.
- Shake hands with the committee members.
- Thank the committee again for their time.

What to do after you leave:

- Send an email to thank the recruitment team.
- Follow up when the informed duration passes with no answer. You can call the Human Resources Department on ext. 6111 or send an email to hrdmc@aub.edu.lb.

Interview Do's and Don'ts

Do's	Don'ts
Read the job description very well.	Don't arrive late.
Dress formally.	Don't use weak terminologies (ex: I hope to .., I think I am .. they imply that you are not certain of your capabilities)
Smile even if you feel nervous.	Don't interrupt the interviewer while speaking.
Let the interviewer take the lead and set the pace of the interview.	Don't touch your face, play with your hair, bite your nails, etc.
Ask questions related to the position.	Don't chew gum during the interview.
Maintain eye contact with the committee.	Don't smoke before the interview.
Pay attention to your scent. Avoid heavy perfume. Moderation is recommended.	Don't give negative comments on previous managers or colleagues.
Show your interest in the position.	Don't lie about experience, education, or salary.