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Interviewing 101: interview questions—registered dietitian

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Interviewing can be time-consuming and frustrating at times. I took a management class early this year and one of the assignments was to develop a tool that could be used in the interviewing

Name _____

Date _____

General

- Briefly describe the types of health-care environments and the clients with whom you have worked.
- Describe your duties and responsibilities in your current position.
- How would this job fit with your career goals?

Clinical skills:

Poor		Average		Excellent
1	2	3	4	5

- What do you consider your strongest areas of expertise/clinical skills?
- What are your beliefs on the liberalization of diets for seniors? What is/would be your approach in implementing this belief?
OR
What are your beliefs in diet for obesity? What is/would be your approach in implementing this belief?
- Tell me about an event that really challenged your clinical decision? What factors did you consider when making the final decision?
OR
Tell me about a time when you felt that you did not have the clinical expertise/information needed to treat a client. What did you do to ensure the client received the appropriate treatment?
- Describe a new program or study that you designed or helped implement in a prior job.
- Tell me about your computer skills.
- Describe an educational program you gave for a professional or food service staff. What tools did you use? How did you measure the outcomes?

7. Scenario

- An 80-year-old female with CVA. How would you calculate tube-feeding needs? Which formula would you use and why? She develops diarrhea; what would you do? She develops CHF; what would you do? She goes into renal failure; what would you do?
- OR another more suitable scenario for the work environment.

Notes: _____

process. Going beyond first impressions and asking questions about how the interviewee functioned in previous situations is an excellent indicator of future performance. As the instructor kept repeating to the class, "Past behavior is the best predictor of future behavior." I have used the tool a few times and have found it very helpful.

Work habits:

Poor		Average		Excellent
1	2	3	4	5

- How do you organize your day?
- At the end of the day, you have several important tasks left uncompleted. What would you do before you leave and how would you prioritize tasks?
- How do you handle a "frustrating day"?
- What do you believe is the most important part of your current job responsibilities?

Notes: _____

Relationships:

Poor		Average		Excellent
1	2	3	4	5

- Give me an example of a prior client whose successful outcome depended on working closely with another discipline.
- Tell me about a time you and a food service supervisor disagreed? How did you handle the situation?
- Describe some things you have done to gain the cooperation/trust of your co-workers.
- Describe some things you have done to gain the cooperation/trust of your clients or their families.
- Give me an example of a problem you encountered with a client's family and tell me how you solved it?

Notes: _____

Supervision:

Poor		Average		Excellent
1	2	3	4	5

- What type of supervision do you respond to best?

Notes: _____

Conclusion

- What appeals to you about this job?
- What are you looking for in this job that you don't have in your current job?
- What questions do you have for me?

Notes: _____