

Tips & Tricks from Hiring Managers: Perfect Your Resume

Whether it's your first job or you're just looking to expand your horizons, searching for a new job in medical dosimetry is tough! Our Career Services Team reached out to experienced managers to find out what they look for during their hiring process. We hope you enjoy these resume & interviewing tips!

What Are the Items that You Look for When Reviewing a Resume?

- 70% of respondents look for the candidate's years of experience.
- 60% are interested in what specific treatment planning software and experience the candidate possesses.
- 50% look for the number of jobs that the individual has held.
- 40% look at the individual's certification status.

When Reviewing a Resume, What Items Do You NOT Want to See?

- Frequent job changes
- Employment gaps
- Hobbies and volunteer work
- Site specific planning strengths
- Listing technology in which the candidate has minimal experience or proficiency
- False titles

How Can You Make Your Resume Stand Out?

- Hardware and Software Experience
- Professional Involvement
- Continued Professional Improvement
- Team Projects
- Professional Achievements
- Professional Presentations/ Journal Articles
- What Makes You Valuable, aside from Treatment Planning?

Knock That Interview Out of the Park!

How Does a Candidate Make a Good First Impression During an Interview with You?

The candidate must:

- Be confident and calm
- Be transparent, knowledgeable and professional
- Make good eye contact
- Speak clearly
- Be excited about the position

Are Applicants Expected to Complete a Treatment Plan During the Interview Process?

50% Yes

40% No

When Conducting an Interview, What Questions Do You Ask the Candidate to Determine if They Are Qualified?

- 60% of respondents indicated that they would ask the applicant to explain their planning process in detail.
- 30% would ask the candidate to walk them through a typical workday, including specific tasks they perform.
- 20% would ask the candidate about patient volumes at their current job and the percentage of plans they complete. This would also include what type of plans they were responsible for completing.
- How does the candidate adapt to physician and physicist requirements for planning?
- What does the plan review process look like in the candidate's current position?

Knock That Interview Out of the Park!

What Additional Skills Might the Hiring Manager Look for?

- Being a team player
- Personality
- How the candidate manages time, organizational skills, and flexibility
- Good communication skills
- Quick learners
- Interested in skills other than dosimetry, such as keyboarding, writing codes, and leadership

How Important Are References?

60% Very important

30% Somewhat important

10% Not important

How Important Is It to Follow Up After the Interview?

- 40% expect a follow up by email
- 30% do not expect any follow-up
- 20% prefer email or phone follow-up
- 10% email or note

Follow-up is expected anywhere between 1 day to 2 weeks following the interview.

Types of Interview Questions to Expect Based on Experience Level:

Entry Level/New Graduate

- ⇒ How do you handle a difficult situation?
- ⇒ What type of plans do you feel the most confident planning?
- ⇒ Which plans do you struggle with?

Mid-Level

- ⇒ What type of experience do you have? (years, types of planning systems & plans)
- ⇒ Why do you want to change jobs?

Senior Level

- ⇒ Do you have any management/supervisory experience?
- ⇒ What experience or skills can you bring to the clinic?
- ⇒ What are some challenges you faced in previous dosimetry jobs?