

# INTERVIEW

1



DRESS  
APPROPRIATELY

2



ARRIVE IN  
GOOD TIME

3



BODY  
LANGUAGE

4



EXPECT THE  
UNEXPECTED

5



ASK QUESTIONS

## PREPARING FOR SP/GRAD SCHOOL INTERVIEWS

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UNIVERSITY OF CALIFORNIA, DAVIS

# Becoming a Registered Dietitian Fall 24 Senior Seminar

SEP  
26

## BECOMING A DIETITIAN

Brief overview of the process

OCT  
3

## APPLYING TO PROGRAMS

Application process overview

OCT  
10

## PERSONAL STATE- MENTS & RESUMES

What to include

OCT  
17

## TYPES OF PROGRAMS

& Narrowing your list

OCT  
24

## DICAS APPLICATION PROCESS

DICAS walk-through

OCT  
31

## INTERN PANEL

From a variety of programs

NOV  
7

## FINANCING GRADUATE SCHOOL

Comparing costs of DIs

NOV  
14

## PROGRAM INTERVIEWS

What to expect/how to prepare

NOV  
21

## RDN CAREER PATHS

& specialty credentials

DEC  
5

## MISC. TOPICS

TBA

If you are planning on applying to  
Supervised Practice (SP) / Dietetic Internships (DI)  
in 2024/25, plan to attend these presentations!

MEYER  
HALL  
3:10-4:00

All presentations are in-person.

Presented by  
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## DI Interviews

Here are some resources that can help you prepare for your dietetic internship interviews. This can be a stressful process, so being prepared for the unexpected will help you relax and enjoy your interviews.



### **VERBAL RESUME**

Get started talking about yourself with an outline for a "60-second" resume!

**"ELEVATOR CONVERSATION" VIDEO**



### **INTERVIEW TIPS**

Here are some tips to get you started...including some potential interview questions.



### **INTERVIEW QUESTIONS**

Here are some questions to get you started...even some out-of-the-box, fun questions!



### **DI INTERVIEW PRESENTATION**

2/19/2021  
A presentation on "Preparing for DI Interviews"

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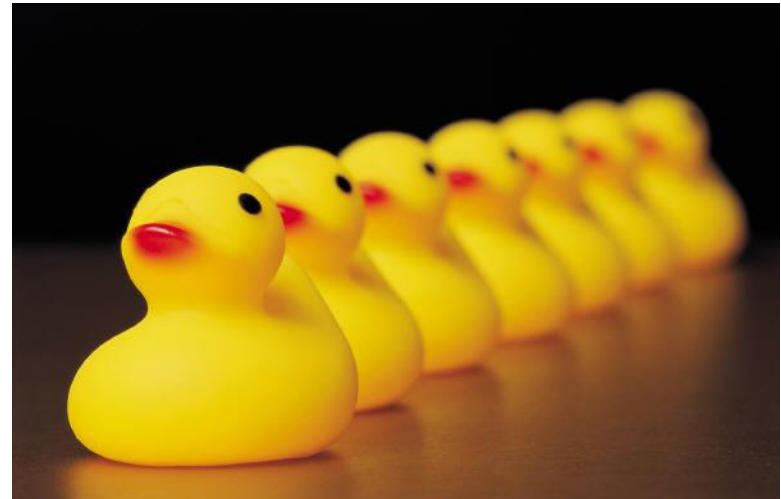
5



ASK QUESTIONS

# MOST IMPORTANT ISSUES

- Be prepared
- Practice!
- Location
- Scheduling time
  - 8am PCT = 11am EST



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# TYPES OF INTERVIEWS

- One-on-one
- Small Group
- Large Group / Panel
  
- Zoom/Skype/Facetime/AutoConnect
- Phone
- Face-to-Face
- Pre-recorded video



# Common nonverbal mistakes made at a job interview

From a survey of 2000 bosses

In a survey of 2000 bosses **33%** claimed that they know within the first **90 seconds** of an interview whether **they will hire someone**



The average length of an interview is approximately **40 minutes**

**21%** —  
Playing with **hair** or touching face

**47%** —  
Having little or **no knowledge** of the company is the most **common mistake** job seekers make during interviews

Failure to make **eye contact** **67%**

**Lack of smile** **38%**

**Bad posture** **33%**

**21%** —  
**Crossing arms** over their chest

**9%** —  
Using too many **hand gestures**

**Handshake** that is too weak **26%**

**33%** —  
**Fidgeting** too much

Statistics show that when meeting new people the impact is:

**7%** From what we **actually say**

**38%** The quality of our **voice grammar** and overall **confidence**

**55%** The **way we dress, act and walk** through the door

## Clothes

**Bright colors** are a turnoff

**70%** —  
Employers claiming they don't want applicants to be **fashionable or trendy**.

**65%** —  
Of bosses said **clothes could be the deciding factor** between two similar candidates.

## TIPS FOR ALL INTERVIEWS

- Quiet Room
- Dress For Success
- Be On Time
- Make Direct Eye Contact
- Be Yourself
- Be Prepared
- Bring notes / resume
- Smile!

## TIPS FOR REMOTE INTERVIEW

- Practice!
- Quiet Room
- Dress For Success
- Be Early
- Direct Eye Contact




# TIPS FOR A PHONE INTERVIEW



**Quiet Room**



**Pen & Paper**



**Focus!**



**Be On Time!**



**List of  
Questions**



**App & Resume  
out**



**Smile!**

# TYPES OF INTERVIEW QUESTIONS

- Traditional
- Behavioral / Situational
- Knowledge-based

# THINGS TO INCLUDE

- Strengths
- Accomplishments
- Experience
- Program's Mission/Goals
- Key words



# VERBAL RESUME / ELEVATOR PITCH

## The Verbal Resume

### *Overview:*

The Verbal Resume is a quick method (60 seconds or less) by which you can tell anyone about yourself. The Verbal Resume usually follows a general pattern:

1. A short bio;
2. Two of your best skills or experiences;
3. Finally, two of your finest personal traits.

### *Things to Remember:*

- Take time to chat with the employer. What are their needs? How can he/she benefit from your message?
- Keep your script short so the person will listen. A short script will keep the listener's attention.
- Make your script easy to read, so you can memorize it or use it during your telephone conversations.
- Don't rush in the delivery of your verbal resume—you can say a lot in 60 seconds.
- Be friendly and confident. Communicate this confidence with a clear and pleasant voice.
- Remember, if you hesitate or sound unsure of yourself, there is the potential that the listener will interrupt your presentation.
- Don't use big words or fancy language thinking that it will make you sound important. It won't. It will only slow your delivery and affect your timing.

### *What to Expect:*

Most conversations with potential employers or internship directors will flow in one of two directions:

1. The first direction could entail more questions about your experiences, skills and abilities (be ready to answer).
2. The second direction: "We don't have any job openings or internships for your degree area, but thank you for calling and introducing yourself." Here you should not give up! Ask if the person knows of a business that can use "someone who is energetic, punctual, and can be counted on to get the job done."
  - a. They may refer you to an exciting opportunity you had overlooked. If you get a company name, ask for a contact there. Then make a networking call using the name of the person who referred you.
  - b. Alternately, if this is said in a confident, energetic manner, the employer may reconsider and decide to meet with you.

Don't forget to send a thank you note to those contacts that successfully help you network yourself into a job or internship!





# VERBAL RESUME / ELEVATOR PITCH

## Sample Verbal Resume Script (approx. 45 seconds)

Hello, Mr./Ms. \_\_\_\_\_? My name is Sally Somebody.

I am completing a degree program in International Relations at San Francisco State University, which includes specific skill development in \_\_\_\_\_ (i.e., areas of focused class work within IR).

I also have experience and working knowledge of \_\_\_\_\_ (e.g., word processing, internet marketing, or a second language).

My teamwork experience includes \_\_\_\_\_. The project was successful and I learned how to use my knowledge to effectively \_\_\_\_\_.

I am energetic, punctual, and can be counted on to get the job done. (Feel free to use adjectives that reflect who you are in a positive way).

Would it be possible to get together and visit further about my skills and abilities? Is there a convenient time this week or next that we could meet for an informational interview?

Remember, your goal is to get an interview, not a job or internship (right now). Give the listener enough information so they will speak with you (more)! An internship or job opportunity might be right around the corner! Good luck.





# KEY WORDS

UC Davis

Management

Leadership

Supervisory skills

Skill development

HACCP

ServSafe

NCP (Nutrition Care Process)

NCPT (NCP Terminology)

ADIME charting methods (PES)

EHRgo / Electronic Health Record

Evidenced-based practice

Student Nutrition Association

Academy of Nutrition & Dietetics

California Academy

Local Academy Affiliate

Language skills



WHAT IF I  
CAN'T  
ANSWER  
A ???

# WHAT QUESTIONS SHOULD I ASK?

- Anything not covered on website
- Location/rotation preferences
- Elective rotations, if included
- How program can help meet your goals of X?
- How program can build your areas of weakness / areas for improvement?
- How will they prepare you to pass the RD exam?
  - what is their RD exam pass-rate (should be on website)
- Are my skills/abilities a good match for your DI?

# FOLLOW-UP



- Thank you email immediately
- Hand-written thank you note

# RESOURCES ON CAREERS4RDN.COM

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### **DI INTERVIEW PRESENTATION**

A presentation on "Preparing for DI Interviews"

- Interview Questions
- DI-Interview Tips
- Verbal Resume

- Career Center
  - [careercenter.ucdavis.edu](http://careercenter.ucdavis.edu)

### Core Workshops

- [Resume Basics](#)

Learn the essentials of how to write a resume that will get you noticed.

- [Interview Basics](#)

Learn about different types of interviews and strategies to respond to questions and best demonstrate your knowledge and qualifications for the position you want.

- [Cover Letters and Professional Correspondence](#)

Instruction will center on how to write a cover letter to get you noticed. Thank-you letters, follow-up email and introductory professional writing will also be covered.

- [Hacking the Hidden Job Market](#)

Eighty percent of available jobs are not advertised! Find out how to access the "hidden job market" through strategic communication with professionals and use of LinkedIn and Handshake.

- [Find a Job or Internship](#)

This workshop will review how to use Handshake and other resources to find a career position, internship, work study position, or student employment. Internship and Career Center resources will be discussed and we will review tips for applying.

# CAMPUS RESOURCES

## UC DAVIS HEALTH PROFESSIONS ADVISING

- Health Professions Advising (HPA)
- [hpa.ucdavis.edu](http://hpa.ucdavis.edu)

### Tips for a Successful Health Professions School Interview

#### Before the Interview

**Aa** Use capital and lowercase letters in your application and emails. Yes, there are people who don't do this. Don't be one of them.

**If the school asks for a photo, send a nice, professional photo.** Put on a suit jacket and stand in front of a solid background. Schools are not looking for creativity, just what you look like.

their

**Edit your emails to the school well.** Be sure you do not write the wrong school name in an email. Slow down and read before you hit send.



**Follow every school's procedures.** Do not ask for a deadline extension. If you missed their deadline, apply the next year.

**Do not use the same essay for every supplemental application.** Write each essay specific to that school, highlighting why you would be a good fit. That requires you to know a lot about that school to which you just applied.

**Be kind, professional and appreciative when talking to anyone from the school.** Being rude or hasty on the phone is not okay under any circumstance. They will make note in your application (your name will most likely appear on their caller id).

#### The Day of the Interview



**Get to the location of your interview extra early.** Give yourself to find parking, deal with luggage and use the restroom. Be early enough so you can sit, have a coffee and take a deep breath before the day starts.

**You are always on. Always.** From the moment you walk on campus, you are being judged. Be careful about what you say everywhere.



**Put your phone away and talk to people around you.** Lurking on your phone when in a social situation may send the message that you do not prefer to talk to people, which is not the image you want to portray at a school interview.



**Come up with questions.** Questions indicate interest, and you should be interested. Be sure to ask the right questions to the appropriate individuals.

**Maintain eye contact.** If you struggle with eye contact, practice a lot before your interview.



**Shake hands with everyone you meet.** Assistants have a lot power in offices. Being rude or hasty is never okay. Make the best first impression you can.

**Be flexible.** If the day doesn't go exactly as planned (an interviewer is late or doesn't show), it's okay. If you become overly stressed by an unplanned event, you are letting the admissions staff know how you handle stress.

#### After the Interview



**Follow directions when it comes to follow-up communication.** If they tell you they do not want thank you notes, do not send thank you notes. Most schools will be very clear how they want you to proceed. Listen to them.

**Know which schools allow updates.** If they allow updates, space your updates to avoid sending multiple messages in one month. Spread your communication out to remain consistent but not overwhelming.

**UC DAVIS**  
HEALTH PROFESSIONS ADVISING

**Have questions about how to prepare for your interviews?**

Make an appointment with a pre-health advisor at [hpa.ucdavis.edu](http://hpa.ucdavis.edu).

Health Professions Advising

[healthprofessionsadvising@ucdavis.edu](mailto:healthprofessionsadvising@ucdavis.edu)

[hpa.ucdavis.edu](http://hpa.ucdavis.edu)

Science Laboratory Building 1011 & 1013





**DIETETIC INTERNSHIP [REDACTED] APPLICATION REVIEW SCORE SHEET**

Rank \_\_\_\_\_

*Instructions: Please select number listed that best describes your opinion of the applicant. If you have more than one applicant as a total score, please rank within that score. You are expected to rank each applicant you review -- no applicant should not receive a ranking score.*

<b>Total Score</b>
/ 23

Applicant's Name \_\_\_\_\_ Reviewer Initials \_\_\_\_\_

**1. RESIDENCY STATUS**

Out-of-state resident, graduate = 0  
 [REDACTED] Student/Graduate = 2

<b>Total Score</b>

**2. ACADEMIC PERFORMANCE**

BS University/YEAR	
DPD University/YEAR	
Graduate Coursework/GPA	

<b>Total Score</b>

Please average your rating scores for total academic performance score.

Science - GPA		DPD - GPA		Overall - GPA	
0 = <2.5	Not Acceptable	0 = <2.9	Not Acceptable	0 = <2.8	Not Acceptable
1 = 2.51 - 2.8	Acceptable	1 = 3.0 - 3.2	Acceptable	1 = 2.81 - 2.99	Acceptable
2 = 2.81 - 3.29	Good	2 = 3.21 - 3.49	Good	2 = 3.0 - 3.49	Good
3 = 3.3 - 3.74	Very Good	3 = 3.5 - 3.74	Very Good	3 = 3.5 - 3.74	Very Good
5 = > 3.75	Outstanding	5 = > 3.75	Outstanding	5 = > 3.75	Outstanding

**3. ADVANCED DEGREE**

No advanced degree = 0  
 Advanced degree in progress = 1  
 Advanced degree complete = 2

<b>Total Score</b>

**4. WORK - RELATED EXPERIENCE**

*Paid or volunteer experience related to food service, community or clinical nutrition. Other work experience with documented transferable skills.*

Not acceptable - <6 months = 0  
 Acceptable - 6 mos - 1 year = 1  
 Good - 1-2 years = 2  
 Very Good - 2-3 years = 3  
 Outstanding - 3+ years = 4

<b>Total Score</b>

**5. LETTER**

*Grammar composition and content of application letter: statement of professional goals and interests, assessment of personal strengths and weaknesses.*

Not Acceptable - Poor application letter = 0  
 Acceptable - Acceptable letter = 2  
 Good - Well written letter = 4

<b>Total Score</b>

**6. RECOMMENDATIONS – Recommend with Reservation, No, Yes**

*Academic, interpersonal, & work-related skills based on recommendation letters.*

Not recommended - Negative with weak skills and qualities = 0  
 Recommended - Positive with minor skills and qualities = 1  
 Highly Recommended - Positive with strong skills and qualities = 3

<b>Total Score</b>

Overall Potential as a RD \_\_\_\_\_

**7. OTHER (Resumé)**

*Honors, awards, participation in extracurricular or community activities, leadership roles. Other considerations (full time employment while in school, family commitments, etc.)*

Good = 1  
 Very Good = 2  
 Outstanding = 3

<b>Total Score</b>

XXX MEDICAL CENTER DIETETIC INTERNSHIP

Name of Applicant \_\_\_\_\_ Name of Reviewer \_\_\_\_\_

TOTAL SCORE \_\_\_\_\_

**PHONE INTERVIEW QUESTIONS: INTERN APPLICANTS**

1. Summarize your strengths in one sentence. \_\_\_\_ (5 points possible)
2. What 3 words would your work supervisors use to describe you and what 3 words would your family and friends use to describe you? \_\_\_\_ (5 points possible)
3. In the internship you will be required to remember information you learned as an undergraduate. When you don't remember something, how will you handle that? \_\_\_\_ (5 points possible)
4. Describe how you will work with an ethnically diverse or an illiterate population. \_\_\_\_ (5 points possible)
5. Give an example which illustrates your ability to manage the demands of multiple projects and assignments. \_\_\_\_ (5 points possible)
6. How will you handle the high level of commitment for the 6 weeks of the internship? \_\_\_\_ (5 points possible)
7. What are your expectations from the internship experience? \_\_\_\_ (5 points possible)
8. Describe why we should select you for this program? \_\_\_\_ (5 points possible)

## Dietetic Internship Applicant Written Questions

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Directions: Please answer questions as completely as possible. Put your paper in the mailbox when you are finished. It should take about 30-45 minutes to complete but you will have the remainder of the morning or afternoon, depending on which session you are participating in, to finish it. Please do not use references to complete this form.

1. How would you respond if asked to explain what a dietitian does?
2. What are your thoughts about spending time as an intern during a management rotation in the dish room or in a cafeteria line? Please explain.
3. What nutrition interventions would you recommend for a patient with diabetes? Please list.
4. You are an intern participating in a management rotation and have been notified that you will be working with a dietitian the following day who will be interviewing several applicants for tray line positions. You are asked to attend/participate in the conduction of the interviews. The next day, as you participate in one of these interviews, you THINK that some of the interview questions asked by the RD may be illegal under the law. What would you do in this situation?
5. You are the leader of a group project. The other group members are not fulfilling their responsibilities as part of the group. You feel that there is a risk the project will not be completed on time. What would you do?
6. What are your expectations for a typical week in your internship?