Documenting your Successes using “PAR”

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Adapted from Pam Herrmann, Virginia Tech
And Paige Morahan, ELAM
Reminder: Behavioral interviewing session from last fall...similar concept...
Be an Interviewing STAR:
Asking the right questions to find the personnel you want

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Adapted from Pam Herrmann, Career Advisor
Behavioral Interviewing

Is where employers predetermine which skills are necessary for a job and then ask very pointed questions to determine if the candidate possesses those skills.
Behavioral Interviewing

Basic premise behind Behavioral Interviewing is:

The most accurate predictor of future performance is past performance in a similar situation.
How Behavioral Interviewing Differs

Traditional Interviews
• How *would* you behave in a particular situation.
• Hypothetical
• The interviewer will allow for theories and generalizations.

Behavioral Interviews
• How *did* you behave in a particular situation?
• Actual
• The interviewer will want details.

Stay out of the “woulds”!
Look for answers to follow “STAR”

• **Situation:** Describe the situation

• **Tasks:** What needed to be done?

• **Action:** What did **YOU** do?

• **Results:** What happened?
“PAR” Stories of Success

• **Problem:** Describe the problem/challenge/issue/opportunity

• **Action:** What actions did **YOU** take to solve or resolve?

• **Results:** What was the outcome/benefit?
“PAR” Stories of Success

• BRIEF story of a special career accomplishment or highlight from the past 5 years that you:
  • Made happen
  • Did well
  • Enjoyed
  • Are proud of!

A PAR is always positive!
“PAR” Stories of Success

- Areas: research, clinical, education, personal, community, outreach

- Impact: large or small in scope

- Identify your strengths...graceful self-promotion
“PAR” Stories of Success

1. Alone: jot notes about your PAR – (10 minutes)

   Think of a time you are proud of, were highly motivated and performed well...when you did something innovative or progressive...when you received recognition...came home smiling!

2. Answer these questions:

   P: What problems/challenges/issues/opportunities did you encounter?

   A: What did you do? What skills did you use?

   R: What was the outcome?
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“PAR” Stories of Success

3. In PAIRS: take turns telling each other your PAR (15 minutes each)

Process:

Tell PAR (3 minutes)
Tell what strengths YOU think this story highlights
Listener adds other knowledge, skills observed in this story
**“PAR” Stories of Success**

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“PAR” Stories of Success

- How did this feel?
- What did you learn about yourself?
- How can you envision using this?
“PAR” Stories of Success

• Can be used to develop an Executive Summary...one page introduction to your CV highlighting skills and accomplishments

(see accompanying handout)
Formatting and effective CV

- Put dates to one side
- Separate past from present activities
- Separate intramural from extramural
- Separate leadership activities
- Add headings where appropriate
- Number publications
- Highlight publications where you are corresponding author (if not last)
- Do not list presentations given by trainees (published abstracts are OK)