

# **New Year, New Career: Proactive Job Search Strategies to Go for Your Dream Job or Promotion including Resume, Cover Letter, Application, Networking and Interview Tips**

Thursday, January 26, 2023

## **Lunch and Learn Speakers:**

Savanna Carroll, DNP, RN, Patient Care Manager GSH 3 Main,  
Shannon Haynes, MSN, BSW, CNML, RN, Patient Care Manager, NICU  
and Sue H. Strup, MSEd, MSN, Senior Career Consultant,  
UK HealthCare Career Center

# Lunch & Learn Overview

- The application, resume and cover letter
- Interview strategies and dress for success
- Interview follow up
- Proactive Job Search tips and Networking ideas
- UK HealthCare Career Center Services
- Q & A

# Optimizing Your Potential for Your Dream Job or a Promotion: Application, Resume and Cover letter Tips



**Presented by:**

Shannon Haynes, MSN, BSW, CNML,  
RN, Patient Care Manager, NICU

# Shannon Haynes, MSN, BSW, CNML, RN Biographical Sketch

**Shannon Haynes, MSN, BSW, CNML, RN, Newborn ICU (NICU) Patient Care Nurse Manager** – First degree was a Bachelor's in Social work from UK. She went on to obtain her Bachelor's in Nursing graduating in 2001 and an MSN from NKU in 2014. She started her career as a bedside nurse in the NICU. She spent 11 years in the NICU as a staff RN and then transitioned to the Assistant Manager role in 2012. She took the Manager position in 2013 and she is currently the Patient Care Manager UKs 90-bed Level 4 NICU. She has about 250 staff nurses and Nursing Care Techs whom report to her as well as 2 assistant Patient Care Nurse Managers.

# When Applying for Healthcare and Nursing positions

- Apply only for positions of interest
- Fill out the application completely including all work history; avoid “see resume”
- Edit for spelling/punctuation
- Avoid provocative/unprofessional email addresses and unprofessional voice mail messages



# When Applying for Healthcare and Nursing positions

- Check your Facebook/Instagram page and clean up the “digital dirt” before you start job searching or networking
- Create a professional LinkedIn profile



# Apply with an updated and targeted resume & cover letter

- Resume should include objective and be no more than 1 – 2 pages
- Even if you have a DNP or Ph.D., apply to jobs with a *resume*
- Your resume and cover letter should be written *specifically* for each job you apply; e.g., 5+ different versions of your resume



# Resume Tips

- Ensure all relevant past experience is listed, (especially in leadership or area of interest is documented correctly on resume/application with specific dates of service)

## ***For leadership positions include:***

- Acting PCM, Interim PCM, Interim Director, etc. even if you “covered” for your nurse leader
- # of FTE managed
- \$\$ of budget managed
- List accomplishments, special projects, committee work, leadership classes, etc.



# Resume Tips and Professional Development for a Promotion

“You don’t have to be in a leadership position, to be an effective leader.”

If you have no prior management experience:

- Highlight past leadership accomplishments
- Unit level committee work
- Council involvement
- Charge nurse duties



# More Resume Tips and Professional Development Ideas for a Promotion

- Preceptorship
- Scheduling Committee
- Certifications
- Graduate work (even if you're not finished with a degree...list it)
- NPA (i.e., Bronze, Silver, etc.)
- Leadership classes (i.e., LIT, UK HR, Gatton ELP, etc.)



# Interview Strategies and Dress for Success



**Presented by:**

Savanna Carroll, DNP, RN

Patient Care Manager,

3 Main – UK GSH

# Dr. Savanna Carroll, DNP, RN, Patient Care Nurse Manager, 3 Main – UK GSH

## Biographical Sketch

- Savanna Carroll, DNP, RN has been with UKHC since 2010. She is a Patient Care Nurse Manager for 3 Main Universal at UK HealthCare Good Samaritan Hospital; she has been in that role for almost 3 years, and was the Assistant Patient Care Manager for three years before moving into the PCM role. This unit is also the first unit at UK HealthCare to staff primarily with international travel nurses, which has been a challenging and exciting innovation. Savanna worked in the major OR for two years right after nursing school, and then worked in med-surg for 5 years after that. In addition to patient safety, Savanna is enthusiastic about professional development. She participated in the Leaders in Training (LIT) program at UK HealthCare October 2016-March 2017 and obtained medical-surgical certification in October 2017. Savanna recently completed her DNP in Executive Leadership through UK in December 2022.

# Interview Strategies and Dress For Success

- Prepare for the interview whether it's for a new RN position or leadership position
- Prepare to answer Behavioral Based Interview ?s using the S.T.A.R.
- “S” = Situation, “T” = Tasks, “A” = Actions and “R” = Results You Achieved
- (Before your interview, brainstorm examples of your accomplishments, of your work)



# Interview Strategies and Dress For Success

- Practice, practice, practice!!
- Write down example scenarios that you might face during an interview such as patient safety, team work, going above and beyond, how you've managed conflict, when you've led a team, how you receive constructive criticism, etc.

# Interview Strategies and Dress For Success

## Dress for Success:

- 1st Impressions  
MATTER!
- Wear a suit...dress for the part and show up looking professional
- What does our CNE, VP of Ops wear?  
Answer: A suit!!
- Cover up tattoos
- No open toed shoes
- Do not wear scrubs, even if you are working
- Must be able to walk/tour units in comfortable shoes
- Don't over cologne or over perfume

# Interview Strategies and Dress For Success

## Interview Etiquette:

- Do not show up more than 5-10 mins early; or late!
- Firm hand shake; & great eye contact
- Know the position, unit/floor you are interviewing
- Okay to have notes and bring them along with extra copies of resume
- Write down good ?'s to ask the Managers





# Interview Strategies for Zoom

- Be aware of your background
- Dress the same way you would for an in-person interview
- Test it out before your interview time
- Minimize distractions
- Know how to contact the person you are interviewing with in case there are issues

# Interview Follow Up Strategies

- Interview follow up is key to landing the job!
- Hand Written Thank You Note is preferred; email Thank You if quick turn around
- Add anything to the Thank You Note that You Forgot during Interview



# Ask Questions at the End of Your Interview

- Write them down; 3 – 4 questions is recommended
- Here's your opportunity to find out about the Team, Unit, Priorities, etc.
- Ask ?'s such as: Retention Rate, Resources for New Hires, Tone on Unit, Recent Team accomplishments, # of Certified team members, NPA #, etc.



# Your Post-Interview To-Do List

TO DO LIST date \_\_\_\_\_

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- Do you have anything you need to submit?
  - Transcript, BLS, other pre-employment screenings, REFERENCES?
  - Pay attention to your deadlines
- Respond to phone calls/emails from recruitment or the manager.

# The Benefits of Networking



**Presented by:**

Sue H. Strup, MSEd, MSN

Senior Career Consultant

UK HealthCare Career Center

# **Sue H. Strup, MSEd, MSN, Senior Career Consultant, UK HealthCare Career Center Biographical Sketch**

- Sue H. Strup, MSEd, MSN has been in Career Services for more than 30+ years leading career centers at Thomas Jefferson University, Drexel University, University of Kentucky Stuckert Career Center and UK HealthCare. Her career started as a CCU nurse at Indiana University Medical Center. After receiving her BSN from Indiana University, she went on to obtain an MSN and an MSEd. with a focus in career development. In November of 2011, Sue opened the UK HealthCare Nursing Career Center and 7 years later, she was asked to expand the career services to include all UK HealthCare health professionals. Sue has authored many articles on career planning, and given career development workshops, and presentations regionally and nationally. She also lectures to our UK BSN students in NUR 432, 440 as well as to the UK DNP and Ph.D. students. Sue is as an active member of the UK HealthCare Professional Development Council, the Tuition Contract Committee and a member of the KY Children's Hospital Circle of Blue. Sue is also on the Board of Directors for the KY Career Development Association and for Sayre School.

# Some Important Tips About Creating Your Reputation

## *From a Current Patient Care Manager*

- “Your Reputation Starts with YOU!...the 1st day as a NCT, or a Nursing Synthesis Student, or a Unit Clerk...work hard, go the extra mile for our patients and “knock it out of the park!”



# Creating Your Reputation (continued)

- Create the reputation in each role...at UKHC and other hospitals and medical centers...everyone knows each other and everyone talks!!
- As a Manager, I will ask other Managers if they know “so and so,” even before the interview!!



# Creating Networking Opportunities

## So many Options for networking at UKHC

- Join a Committee or Council such as Shared Governance, PDC, Magnet, etc.
- If there isn't one, create one!
- Volunteer for a Project/ or on a Research Project
- Talk to Your Manager; don't just bring problems, bring solutions!!
- Informational Interviews

## Other Networking Opportunities:

- Shadowing (email Sue Strup for the list of contacts)
- Join Sigma Theta Tau
- If you are in graduate school i.e., classmates, faculty, staff, etc.
- Thank each contact; keep them updated
- Don't BURN A Bridge!



# While Networking: Don't Forget....

- Ask them to contact you about future or potential jobs or projects
- Think out of the box
- Email them your resume; then they can email it to a colleague or friend
- Be polite, don't become a nuisance



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# Please contact us with ?s, or to shadow or network

Savanna Carroll, DNP, RN, Patient Care Manager, 3 Main, UK Good Samaritan Hospital - [savanna.carroll@uky.edu](mailto:savanna.carroll@uky.edu)

Shannon Haynes, MSN, BSW, CNML, RN, Patient Care Manager, NICU - [Shannon.Haynes@uky.edu](mailto:Shannon.Haynes@uky.edu)

# Career Service Appointments and Events

- 1:1 Career Coaching sessions
- Mock/Practice Interviews
- Resume and Cover Letter assistance
- Annual Education Fair
- Monthly Lunch and Learn workshops

***Cover Letter & Resume examples:***

<https://ukhealthcare.uky.edu/doctors-providers/nursing/career-center>



# For more information or to make an appointment:

Sue H. Strup, MSEd., MSN, Senior Career Consultant  
UK Healthcare Career Center

- Waller Health Care Annex
- 115 Waller Avenue, Room 108

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<https://ukhealthcare.uky.edu/career-center>

