

# Interviewing Skills Workshop for UK Senior Nursing Students



presented by:

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# Some Job Seeker Myths

- Fact or Myth?



The job market for BSN graduates this year is wide open so there is no need to prepare for my job search or upcoming interviews.

# Myth

- According to research done by the National Student Nurses Association, about 45% of the 2010 nursing graduates still don't have jobs because of cutbacks in hospital hiring of new nursing grads



# Other Contributing Factors

- Nurses delaying retirement
- Shrinking insurance reimbursements to healthcare providers
- Worry about health-care reforms



# St. Joseph Hospitals Lay Off 36

Herald-Leader, November 10, 2011

“St. Joseph Hospitals is laying off 36 employees, about 1 percent of its 3,500-person work force in Lexington, stated spokesman Jeff Murphy .....



# Fact or Myth??

- A strong resume will get me a job.....



# Myth

- According to Blogging4Jobs Editor,  
” A resume will get you through the door,  
but the interview is what will get you  
hired.”



# Interview Preparation

- A Professional Resume, Cover Letter, 3 Professional References
- Clean Up the Digital “Dirt”
- The Time Spent Preparing For Interviews is Even More Critical than Ever
- Research and Do Your Homework!
- Practice, Practice, Practice!!





# Interview Preparation

- Do Your Homework
- Be Prepared for the Interview...research, research, research
- Know the Unit, Nurse Manager, Patient Population, Mission, Future Directions, Turnover Ratio, Support for Professional Development, the Staff, etc.



# Interview Preparation

When the Facility Calls....Ask About the Interview.....

- Position?
- Format??
- With Whom Will You be Interviewing?
- Names/Titles?
- Length of Time; Tour??
- Confirm Information Before Hanging Up



# Interview Preparation

## 5 Types of Interviews

***Type 1: Informational Interviews***

***Type 2: Telephone or Screening Interviews***

***Type 3: Individual Interviews***

***Type 4: Group or Committee Interviews***

***Type 5: Second Interviews***



# Interview Preparation

## *Type 1: Informational Interviews*



To find out more about the field, department or employer in which you are considering employment

To make contact with professionals who can offer information and possibly help you along the path of finding the right job for you.

# Interview Preparation

## *Type 2: Telephone or Screening Interviews*



- *Usually with Nurse Recruiter or HR*
- *They last anywhere from 10 – 30 minutes*
- *Be prepared with resume, job description, key reminder points, good interview questions, next steps...*
- *Ask for business card*



# Interview Preparation

## *Type 3: Individual Interviews*



- Most Common Type and Often called a “Personal Interview.”
- 30 – 90+ minutes in Length
- One-on-one Exchange with Nurse Manager; Unit Tour; Meet the Staff

# Interview Preparation

First Impressions Do Matter:



- **Don't arrive more than 10 mins early**
- **Bring several copies of resume**
- **Separate list of professional references**
- **2 – 3 questions written down for you to ask the interviewer(s)**
- **Portfolio or Nice Folder (to hold resumes, transcripts, copy of licenses, etc)**

# Interview Preparation

Have a professional appearance:

- **Business Suit (dry cleaned and/or pressed that fits! Try it on BEFORE your interview day.)**
- **Laundered Shirt or blouse**
- **Tie (men)**
- **Dark socks (men) and Panty hose (women – no runs!!)**
- **TURN OFF the cell phone, pager, iPad, or any electronic device.**



# Dress For Success for Women



- A neutral colored suit in navy or another dark color with a skirt
- Skirt length should be a little below the knee and never shorter than above the knee
- Blouses should be cotton or silk (white or light pastel color)
- Pantyhose should be flawless (no runs) and conservative in color. (You may want to bring an extra pair with you)
- Basic pumps with 1"-2" heel (No strappy sandals or platforms!)
- Simple Accessories. No visible body piercing (nose rings, eyebrow rings, etc.)
- Make-up should be minimal and in conservative tones
- minimal cologne or perfume
- Light briefcase or portfolio case

# Dress For Success for Men



- A two piece suit in navy or another dark color
- A tie in a simple pattern that matches the colors of your suit
- button down dress shirt (white or pastel)
- polished dress shoes in a dark color
- No earrings! If you normally wear one, take it out
- Get a haircut. Short hair always fares best
- clean trimmed fingernails
- minimal cologne
- Light briefcase or portfolio case

# Interview Reminders



- TURN OFF the cell phone, pager, iPad, or any electronic device. If you forget and it goes off, apologize and turn it off. DO NOT EVER take a call or page during an interview.
- Don't Ramble; Practice Concise, Clear Answers; Behavioral Interview Questions...
- Clean, conservative and well-kept nails....  
no nail polish



# Behavioral Based Interview Questions

- Give me an example of when you were working with a team and one member of the team didn't pull their weight...what did you do?
- Use the S. T. A. R. Approach
- Situation Task Action You took Results You Achieved



# More Behavioral Based Interview Questions

- Give an example of a time when you had to be relatively quick in coming to a decision?
- Give an example of when you went above and beyond the call of duty to make a patient comfortable.
- What do you do when your schedule is interrupted? Give an example of how you handled it.

# Interview Follow Up

- Ask for Business Cards



- Ask About Time Line



- Write Each Interviewer Personal Thank You Note



# Interview Preparation

## *Type 4: Group or Committee Interviews*

- This is where you will be meeting with several decision-makers at once
- Can last 30 to 90+ minutes
- Often stressful if not prepared
- Maintain eye contact with each interviewer
- Get business cards



# Interview Preparation

## ***Type 5: Second Interviews***



- Meet with the Team ; 3 to 5 individuals
- Manager May/May Not Be There
- Often Longer Interview
- Last Interview Before Offer





# UK's New Nursing Career Resource Center



- Resume Writing Assistance
- Cover Letters
- Mock/Practice Interviews
- Job Postings
- Shadowing Program
- Educational/Professional Offerings
- Career Planning Workshops
- Handouts/Career Materials/Resource
- Interview 911



# UK's New Nursing Career Resource Center

## Hours of Operation:

- In-Person Appts Available every Thursday  
9:00 a.m. – 4:30 p.m.
- M – F email me questions



## Location and Contact:

- UK Chandler Hospital Room H-172
- Sue H. Strup, MSEd., MSN, RN

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# Q & A

