



Interview Success

Monti Griffin, MSN, RN-BC

Where to begin . . .

- A unit that suits your personality
- What is the atmosphere of the unit?
- Clinical experiences
- Strengths and limitations

Resume

- Succinct – 1 - 2 pages
 - Summary, licenses & certifications, education, clinical rotations (be sure and add your preceptorship, work history, honors & awards, volunteer & leadership experiences)
- Use a template
- Avoid bright colors
- Email, but bring a copy
- Update your cover letter

Application process

Examine what you're applying for, then check again!

Your answers determine progress from HR

Managers can see your answers

Be precise

Mind your grammar

Preparation

- What are the values of the facility?
- Who are the manager and director of the unit?
- Word of mouth
- Patient population
- What skills are necessary to work on the unit?
- Social networking sites

Day of the interview

o Wear professional clothes

- o Scrubs are professional dress, but ...
- o Absolutely NO jeans, no flip-flops
- o Keep jewelry to a minimum
- o Hair out of face

o Nutrition and hydration

o Punctuality

o Anxiety management

What NOT to wear.

Have you ever made any of these non-professional fashion "fopaux"?
Use this guide to find out what's NOT appropriate to wear in any professional setting.
Don't be embarrassed by making any of these mistakes at your next Job Fair or interview.



Interviewing Attire

Dos

Jewelry in moderation

Conservative 2-piece suit

Skirt: Knee-length

Hoisery at or near skin color

Dark Shoes



Don'ts

Necklace too large/distracting

No bright colors/patterns

Capris: too casual

No open-toed shoes



Interviewing Attire

Dos

No earrings

Silk necktie with conservative pattern

Shirt cuffs show only slightly at the wrist

Conservative 2-piece suit

Dark shoes & socks



Don'ts

Facial hair should be neat & trimmed

Avoid distracting or busy patterns

No rolled up pants
Don't forget socks



Interview mechanics

Common pitfalls

- Personality
- Industry interest
- Communication
- Presence
- Geographic limitations
- Career plan
- Research
- Enthusiasm
- What's in it for me?
- No specific examples

Phases of the interview

- o Rapport building
- o Background information
- o Illegal questions
- o Confirming requirements
- o Behavioral questions
- o Questions for the interviewer
- o Closing questions and methods
- o End of interview

Different types of interviews

- o Problem solving
- o Telephone
- o Video conference
- o Social
- o Panel
 - o Personalities
- o Presentations
- o Tests and assessments

Subjects you may encounter

- o Give an example of how you have applied evidence-based practice
 - o NII's, PICOT, QI
- o We are going to have you work through the following case study
 - o AED – work through the steps of an MI
 - o Pedi – work through a client coming in with respiratory issues

Follow-up

- o Thank-you messages
- o Communications
- o The turn-down
- o Offers
- o Acceptance
- o Rejection