

N443 Leadership and Management

Professional Portfolio

Each student will create a professional portfolio that will assist them in preparing for registered nursing job interviews during their fourth-semester term. The portfolio will include an updated résumé, a cover letter, the names and contact information for 3 references, and the answers to 3 behavioral interview-style questions.

Course Learning Objectives:

1. Demonstrate the role of the professional nurse as a care manager, an advocate, a teacher, a counselor, a change agent, and a nursing leader for providing safe, ethical, and legal nursing care.
2. Develop a quality improvement plan to improve healthcare outcomes using research and other sources of evidence.
3. Integrate nursing leadership theories to facilitate interpersonal collaborations, conflict management, and teambuilding in health care systems.

Professional Portfolio Learning Objectives:

1. Organize relevant work history and clinical experience in the form of an updated résumé and references (CLO 1, 3)
2. Discuss professional development, academic achievement, and personal attributes in the cover letter (CLO 1, 2, 3)
3. Prepare for the interview process through reflection of clinical experience and application of behavioral-based interview questions (CLO 1, 3)

Criteria	0 points	10 points	20 points	25 points	Points Earned/ Comments
<p>I. Cover Letter</p> <p>The cover letter should expand on the experience and skills presented in the résumé. It should include the following:</p> <ul style="list-style-type: none"> a. Name and contact information b. The date c. The recipient's name and contact information d. Professional greeting e. Opening paragraph: include the title of the position and the expressed interest in the position f. Supporting paragraph 1: Relevant experience, achievements in nursing school, volunteer experience, etc. g. Supporting paragraph 2: Discuss key 3qualifications h. Conclusion: Reiterate the skills and qualifications that set you apart i. Professional sign-off including your full name 	<p>Cover letter is incomplete or absent</p> <p>Cover letter is plagiarized from another source</p> <p>Does not adequately address 5 or more of the following:</p> <ul style="list-style-type: none"> a. Name and contact information b. The date c. The recipient's name and contact information d. Professional greeting e. Opening paragraph f. Supporting paragraph 1 g. Supporting paragraph 2 h. Conclusion i. Professional sign-off 	<p>Cover letter is incomplete</p> <p>Does not adequately address 3-4 of the following:</p> <ul style="list-style-type: none"> a. Name and contact information b. The date c. The recipient's name and contact information d. Professional greeting e. Opening paragraph f. Supporting paragraph 1 g. Supporting paragraph 2 h. Conclusion i. Professional sign-off 	<p>Cover letter is mostly complete.</p> <p>Cover letter does not adequately address 1-2 of the following:</p> <ul style="list-style-type: none"> a. Name and contact information b. The date c. The recipient's name and contact information d. Professional greeting e. Opening paragraph f. Supporting paragraph 1 g. Supporting paragraph 2 h. Conclusion i. Professional sign-off 	<p>Cover letter is complete. Cover letter thoroughly addresses all of the following:</p> <ul style="list-style-type: none"> a. Name and contact information b. The date c. The recipient's name and contact information d. Professional greeting e. Opening paragraph f. Supporting paragraph 1 g. Supporting paragraph 2 h. Conclusion i. Professional sign-off 	

<p>II. Résumé</p> <p>The résumé should include the following in a well-organized 1-page document:</p> <ul style="list-style-type: none"> a. Contact information b. Concise career objective c. Education (reverse chronological order) d. Certifications/licensures e. Work experience (reverse chronological orders) f. Clinical experience if space allows g. Volunteer service if space allows 	<p>Résumé is incomplete or absent</p> <p>Résumé is plagiarized from another source</p> <p>Does not adequately address 5 or more of the following:</p> <ul style="list-style-type: none"> a. Contact information b. Concise career objective c. Education (reverse chronological order) d. Certifications/licensures e. Work experience (reverse chronological orders) f. Clinical experience if space allows g. Volunteer service if space allows 	<p>Résumé is incomplete</p> <p>Does not adequately address 3-4 of the following:</p> <ul style="list-style-type: none"> a. Contact information b. Concise career objective c. Education (reverse chronological order) d. Certifications/licensures e. Work experience (reverse chronological orders) f. Clinical experience if space allows g. Volunteer service if space allows 	<p>Résumé is mostly complete</p> <p>Résumé does not adequately address 1-2 of the following:</p> <ul style="list-style-type: none"> a. Contact information b. Concise career objective c. Education (reverse chronological order) d. Certifications/licensures e. Work experience (reverse chronological orders) f. Clinical experience if space allows g. Volunteer service if space allows 	<p>Résumé is complete.</p> <p>Résumé thoroughly addresses all of the following:</p> <ul style="list-style-type: none"> a. Contact information b. Concise career objective c. Education (reverse chronological order) d. Certifications/licensures e. Work experience (reverse chronological orders) f. Clinical experience if space allows g. Volunteer service if space allows 	
<p>III. References</p> <p>The candidate includes 3 professional references and includes:</p> <ul style="list-style-type: none"> a. Name b. Title c. Phone number d. Company e. Email address 	<p>References are absent</p> <p>References include family members</p> <p>Less than 3 references are provided</p> <p>At least 1 reference is missing 2 or more of the following:</p> <ul style="list-style-type: none"> a. Name b. Title c. Phone number 	<p>References include family members</p> <p>At least 1 reference is missing 1 of the following:</p> <ul style="list-style-type: none"> f. Name g. Title h. Phone number i. Company j. Email address 	<p>Professional References are provided</p> <p>At least 1 reference is missing 1 of the following:</p> <ul style="list-style-type: none"> a. Name b. Title c. Phone number d. Company e. Email address 	<p>Professional References are provided</p> <p>References are complete</p> <p>All references have the following:</p> <ul style="list-style-type: none"> a. Name b. Title c. Phone number d. Company e. Email address 	

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<p>IV. Behavioral Interview Questions</p> <p>The candidate will be assigned 3 behavioral questions to answer regarding their clinical or healthcare experience. The answers should be well-written, concise, and answer the assigned question completely.</p> <ol style="list-style-type: none"> Each question should be answered with at least 200 words Each question should be answered thoroughly Each question should be answered with relevant experience 	<p>3 questions did not meet the 200-word requirement</p> <p>3 questions were not answered thoroughly</p> <p>3 questions were not answered with relevant experience</p>	<p>2 questions did not meet the 200-word requirement</p> <p>2 questions were not answered thoroughly</p> <p>2 questions were not answered with relevant experience</p>	<p>1 question did not meet the 200-word requirement</p> <p>1 question was not answered thoroughly</p> <p>1 question was not answered with relevant experience</p>	<p>Behavioral questions are complete.</p> <p>All questions met the 200-word requirement</p> <p>All questions were answered thoroughly</p> <p>All questions were answered with relevant experience</p>	
<p>V. Presentation</p>	<p>No hardcopy of the portfolio is available</p> <p>The Portfolio is incomplete and missing 2 or more of the following:</p> <ol style="list-style-type: none"> Cover letter Résumé References 	<p>The Portfolio is incomplete and missing 1 of the following:</p> <ol style="list-style-type: none"> Cover letter Résumé References Behavioral interview questions <p>Cover letter and résumé are</p>	<p>Portfolio is presented professionally and is complete</p> <p>Cover letter and résumé are printed on regular paper</p> <p>Font is easy to read and appropriate size</p>	<p>Portfolio is presented professionally and is complete</p> <p>Cover letter and résumé are printed on résumé paper</p> <p>Font is easy to read and appropriate size</p>	

	d. Behavioral interview questions	printed on regular paper Font is difficult to read/inappropriate size			
TOTAL					/125