

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 **professional** references, and the answers to 3 behavioral interview-style questions.

Course Learning Objectives:

- a. 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.
- b. Develop a quality improvement plan to improve healthcare outcomes using research and other sources of evidence.
- c. 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 of the applicant 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 qualifications 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 in the following order:</p> <ol style="list-style-type: none"> Contact information Concise career objective Education (reverse chronological order) Certifications/licensures, including BLS Work experience (reverse chronological orders) Clinical experience if space allows Volunteer service if space allows 	<p>Résumé is incomplete or absent</p> <p>Résumé is plagiarized from another source</p> <p>Criteria are presented out of order</p> <p>Does not adequately address 5 or more of the following:</p> <ol style="list-style-type: none"> Contact information Concise career objective Education (reverse chronological order) Certifications/licensures Work experience (reverse chronological orders) Clinical experience if space allows Volunteer service if space allows 	<p>Résumé is incomplete</p> <p>Does not adequately address 3-4 of the following:</p> <ol style="list-style-type: none"> Contact information Concise career objective Education (reverse chronological order) Certifications/licensures Work experience (reverse chronological orders) Clinical experience if space allows Volunteer service if space allows 	<p>Résumé is mostly complete</p> <p>Résumé does not adequately address 1-2 of the following:</p> <ol style="list-style-type: none"> Contact information Concise career objective Education (reverse chronological order) Certifications/licensures Work experience (reverse chronological orders) Clinical experience if space allows Volunteer service if space allows 	<p>Résumé is complete.</p> <p>Résumé thoroughly addresses all of the following:</p> <ol style="list-style-type: none"> Contact information Concise career objective Education (reverse chronological order) Certifications/licensures Work experience (reverse chronological orders) Clinical experience if space allows Volunteer service if space allows 	
<p>III. References</p> <p>The candidate includes 3 professional references and includes their name, title, phone number, company, and email address</p> <p>At least 1 reference should be a clinical or nursing-related reference (clinical instructor, professor, or supervisor if working in healthcare)</p>	<p>References are absent</p> <p>Less than 3 references are provided</p> <p>No references can speak to the applicant's clinical abilities</p>	<p>References include family members</p> <p>No references can speak to the applicant's clinical abilities</p> <p>At least 1 reference is missing 1 of the following:</p> <ol style="list-style-type: none"> Name Title 	<p>References are mostly complete</p> <p>At least 1 reference can speak to the applicant's clinical abilities</p> <p>At least 1 reference is missing 1 of the following:</p> <ol style="list-style-type: none"> Name Title 	<p>References are complete</p> <p>At least 1 reference can speak to the applicant's clinical abilities</p> <p>All references have the following:</p> <ol style="list-style-type: none"> Name Title 	

		c. Phone number d. Company e. Email address	c. Phone number d. Company e. Email address	c. Phone number d. Company e. Email address	
<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> <ul style="list-style-type: none"> a. Each question should be answered with at least 200 words b. Each question should be answered thoroughly c. Each question should be answered with relevant experience 	No behavioral questions answered	1 questions answered thoroughly & met the 200-word requirement	2 questions answered thoroughly & met the 200-word requirement	All 3 questions answered thoroughly & met the 200-word requirement	
<p>V. Presentation</p> <ul style="list-style-type: none"> a. Portfolio is presented professionally and is complete b. Cover letter and résumé are printed on résumé paper c. Font is easy to read and appropriate size d. Font is in black; no neon colors are used 	<p>No hardcopy of the portfolio is available</p> <p>The Portfolio is incomplete and missing 2 of the following:</p> <ul style="list-style-type: none"> a. Cover letter b. Résumé c. References d. Behavioral interview questions <p>Font is not in black or neon</p>	<p>The Portfolio is incomplete and missing 1 of the following:</p> <ul style="list-style-type: none"> a. Cover letter b. Résumé c. References d. Behavioral interview questions <p>Cover letter and résumé are printed on regular paper</p> <p>Font is difficult to</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>Font is in black, no neon colors are used</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> <p>Font is in black; no neon colors are used</p>	

	colors are used	read/inappropriate size Font is not in black or neon colors are used			
TOTAL:					/125