



INTERVIEW TIP SHEET – THE BASICS

CONGRATULATIONS! YOU GOT AN INTERVIEW!



THAT MEANS YOU MADE IT THROUGH A HUGE STEP OF THE JOB APPLICATION PROCESS! YOU WERE PLUCKED FROM THE COMPETITIVE POOL OF APPLICANTS & GRANTED PASSAGE TO THE NEXT ROUND OF JOB SELECTION. FEEL PROUD!

NOW, LET'S TALK INTERVIEWS.

1. WHAT TO WEAR.

It is important to look neat and professional. It is also extremely important to be comfortable. If you're uncomfortable, you will not do well. Don't use this opportunity to bust out new heels or a suit that you haven't tried on for 3 years. Make sure to try on the outfit. Make sure it fits. Make sure it covers up everything. No cleavage, no short skirts and no tight pants. You want to be remembered for what you say, not what you show off.

2. KNOW WHERE TO GO.

Find out where your interview will be. This means the address, where to park and what room. Some people find it reassuring to make a test commute to the location of their interview. You don't want to be late because of parking challenges or construction delays. Try to be familiar of where you are going and at minimum, Google Maps the route to where you need to be before the day of the interview.

3. PRACTICE, PRACTICE, PRACTICE.

Do not let the day of the interview be the first time that you think about what you're going to say. Interviews are fairly predictable. They are going to ask you a combination of some version of the following questions –

Tell us about yourself. Why did you become a nurse? Where do you see yourself in the next 5 years? What is your greatest strength/weakness? Describe a time that you overcame a challenging situation at work/conflict with a co-worker/a difficult situation with a patient?

Have some answers ready. Practice at home, in the car or with friends. You should have a 30 second response to each of these questions in mind that highlight all the great reasons that the interviewer should hire you.

4. KNOW SOMETHING ABOUT THE HOSPITAL OR COMPANY THAT IS INTERVIEWING YOU.

Interviewers love it when you can tell them something about the facility where you are interviewing. Find out what specialties they offer. Be familiar with their mission statement. Read through the "About" and "Recognitions" sections on the company's website. People enjoy nothing more than to hear about how amazing their company is doing.

5. ASK QUESTIONS & TAKE NOTES.

Be ready to be engaged. Do not just answer questions, have a few ready to ask the interviewers. This should reference some information that you have already learned about the facility. Ex - "I see that you are a Level II Trauma Center. What is the nursing care process when receiving a trauma patient?" And bring a pen and pad of paper. Don't spend the entire interview writing, but jot down some key points.

6. GET SOME REST AND REMEMBER TO EAT!

You will not perform well if you are hypoglycemic, and NO ONE hires an interview candidate who becomes a patient in their ER. Make sure to rest the night before, eat a good meal and drink plenty of water.

*****Pro Tip - Use the bathroom just prior to the interview to avoid urinary urgency from your excellent hydration.***

7. MIND THE BODY LANGUAGE.

How you sit, gesture and fidget implies a lot to the interviewer. Gestures or nervous fidgets can also be distracting and take away from the content of your answers. Practice body positions that promote comfort, attention and openness.

8. BRING AN EXTRA RESUME.

I say just bring 5. You never know when it will be a panel interview. Frequently HR sets up these interviews and has emailed your resume to the interviewers. They are busy people and probably will have forgotten to print out a copy. Make their life easy and help yourself by looking organized and prepared by bringing a few copies.

9. GET THE INTERVIEWERS CONTACT INFORMATION.

Make sure to ask for the interviewers names and contact information. The easiest way is to ask for their business card. This way you can send an email thanking them for the opportunity to interview for the job 24-48 hours later. This is a nice and polite custom that also puts your name back in their head.

10. ASK ABOUT WHEN YOU SHOULD BE HEARING FROM THEM.

It will help your peace of mind and give you a timeline by finding out when you should be hearing back from the interviewers. It also can give you an idea of how you did. If the interviewers say something to the effect of "You should be hearing back from us soon," then you know you did a good job!

MOST IMPORTANTLY - RELAX. IF YOU'RE COMFORTABLE WITH YOURSELF, YOU WILL BE SUCCESSFUL IN ALL THINGS.



GOOD LUCK WITH YOUR INTERVIEW!

PLEASE REACH OUT TO **NEW THING NURSE** WITH ANY QUESTIONS OR CONCERNS THAT YOU MAY HAVE.

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