

Nursing

Resume & Cover Letter



COVER LETTER GUIDELINES

Of course, you may use the templates provided as guides to writing your cover letter, resume, and follow-up letter; however, your documents will be most persuasive if you follow these guidelines and think critically about which aspects of your background to emphasize.

A cover letter details how your experience meets or exceeds the employer's requirements, which are provided in the position's required duties, preferred skills, etc. You should write a unique cover letter for each position. Your cover letter should be a Word document or PDF. Your cover letter should enhance your resume, emphasizing how your specific skills and experiences make you the most qualified candidate for the job. It also demonstrates to employers that you can think critically and write persuasively. Below are general guidelines on information to include.

Your Contact Information – This section should be formatted to match the contact information on your resume so readers immediately see that the documents are from the same person. Your contact information should include your:

- Name as it appears on your college transcripts and as you were known in your previous positions so that you will be easily remembered by your references (see Resume Guidelines for information on references). If your current name is different, consider including your former name in parentheses.
- Address: Although it's not necessary, you may include your street address, city, state, and ZIP. If you live close to where the position is, include it – it could convey investment in the local community and your ability to quickly could be on site in an emergency, if needed – a plus. Providing your address also conveys that you are local, thus readily available for an interview.
- Email: Be sure it is professional: FirstName@provider.com. If necessary, create a new one specifically for your job search.
- Phone: Create a professional voice mail message. Also, do not answer the phone if you cannot have a professional conversation about an interview appointment – be aware of background noise, others demanding your attention, and easy access to your calendar.
- Below is a suggested format for a cover letter.

Date

Contact Person's Courtesy Title (Dr., Ms., Mr.) and Last Name (Get it right; research it and double-check)

Contact Person's Position or Title – Get it right; research it

Company's Name – Get it right; research it

Company's Street Address – Get it right; research it

Company's City, State ZIP Code (2-letter state and no comma between state and ZIP)

Dear [Courtesy Title] [Contact Person's Last Name]:

First paragraph: State the position you are applying for. If it has a position number, consider including a "RE: Position #12345" line above the "Dear" line. Include:

- How you heard about the job – if it's a personal acquaintance, make sure that person was/is well-respected and in good standing before you include his/her name. Include the Web site or other publication where you read the advertised position.
- A general statement about why you are the perfect person for the job. Choose something that you can provide additional, relevant detail about. Consider those aspects of the job description that made you excited to apply.
- Share your enthusiasm, excitement, and confidence!

Second paragraph:

- Mine the job description for duties, tasks, licenses, skills, education requirements, etc., that exactly match those you offer and explain how yours meet or exceed those they are seeking.
- Generate interest that you bring qualities, experiences, or skills to the position that they didn't even know they were seeking. What about you is "value added"? Be yourself and be unique.
- Demonstrate why you are the perfect candidate for the job. Get the reader excited about wanting to meet you in person.

Third paragraph:

- Close with a statement that summarizes and reiterates why you are the best person for the job.
- State that you are aware of the hiring process and look forward to hearing from the contact person or committee OR state that you will contact them on a specific date – then follow through.
- Note: if the Web site or HR personnel has informed you of the process and if contacting members of the selection committee is not part of it – don't do it. Educate yourself about the process and reflect that knowledge in your closing paragraph.
- Restate (in different, summative words) your confidence in your ability to meet or exceed their qualifications and/or expectations.

Complimentary Close ("Sincerely" is standard)

Name (as it appears in your Contact Information)

Attachment(s): Resume

Other required/requested attachments. Do not include anything not requested – It could appear as if you disregarded procedures. Don't convey that impression.

NOTE: The cover letter should, ideally, be one page. When responding via email, include the position title and number and your name in the Subject line. The email should be similar to but different from and shorter than your opening paragraph and should state that your cover letter and resume are attached. TIP: Attach your cover letter and resume before you write the email; you don't want to hit send and then realize you forgot to attach them.

COVER LETTER TEMPLATE

Your Name

Address • City, State Zip • Phone • Email

Date

Contact Person's Name

Contact Person's Position or Title

Company's Name

Company's Street Address

Company's City, State, and ZIP Code

Dear Mr./Ms. Contact Person's Name:

In response to your ad on your web page, I would like to apply for the title of job position. The qualities you need are a close match for the ones that I have developed in my education and employment.

This paragraph should highlight special skills, abilities and education. Sell yourself and let them know why you are the best candidate.

For example: I am currently attending MiraCosta College, and will complete (or have earned) my Associate of Science Degree in Registered Nursing, (include the date.) I have had clinical experiencebriefly explain your clinical

I have additional experience in the health field inexplain

I have knowledge of many of your desired skills, and this position would give me the practical experience needed in my career field.

I am confident that my knowledge and abilities would be of value to your company. I would like to request a few minutes of your time to discuss my qualifications. If you have any questions in the meantime, please do not hesitate to call.

Sincerely,

Student Name

RESUME GUIDELINES

A resume provides a persuasive summary of your background as it relates to a specific position. You will increase the likelihood of obtaining an interview if you create a unique resume for each position. A resume should generate interest in your ability to effectively perform the duties of the position – its purpose is to get you an interview. Below are descriptions of how resumes are most commonly organized. Some fields are optional, some required. Choose the fields that will best represent your ability to meet or exceed the requirements specified in the job description.

Your Contact Information: This section should be formatted to match the contact information on your cover letter so readers immediately see that the documents are from the same person. Generally, it appears at the top, centered in bold and often the font is larger than that of the rest of the resume text. Your contact information should include your:

- Name as it appears on your college transcripts and as you were known in your previous positions so that you will be easily remembered by your references (see Resume Guidelines for information on references). If your current name is different, consider including your former name in parentheses.
- Address: Although it's not necessary, you may include your street address, city, state, and ZIP. If you live close to where the position is, include it – it could convey investment in the local community and your ability to quickly could be on site in an emergency, if needed – a plus. Providing your address also conveys that you are local, thus readily available for an interview.
- Email: Be sure it is professional: FirstName@provider.com. If necessary, create a new one specifically for your job search.
- Phone: Create a professional voice mail message. Also, do not answer the phone if you cannot have a professional conversation about an interview appointment – be aware of background noise, others demanding your attention, and easy access to your calendar.

Objective: If you write a well-thought out cover letter and specify the position by name, number (if given), department or unit (if given), and facility, you do not need to include an objective on your resume. You might choose instead to include a Profile or Summary of Qualifications. If you don't list the position name, number, and department/unit, and facility in your cover letter, you should list them here. Example: Registered Nurse position in the Medical/Surgical Unit at Tri-City Hospital.

Profile: A profile allows you to personalize your skills and experience and to tailor them to the specific skills and experience being sought by the employer. It humanizes you and can help to make you more memorable. Your profile includes only information that relates to your ability to be successful in the position. It is like your one minute commercial (see CareerSpots at www.miracosta.edu/careers) and its purpose is to persuade the reader to continue reading and, subsequently, to invite you for an interview.

Profile Example: Nursing graduate (ADN) with current BLS certification and knowledge of HIPAA and infection control procedures; able to deliver compassionate care to diverse patient populations; proficiency with electronic medical and billing records (Cerner, Simon); 5+ years' experience in-home support services for disabled patient; customer service experience in medical settings with the ability to communicate using tact and diplomacy.

Summary of Qualifications: Generally, a summary is a bulleted list that summarizes key skills you have developed through previous employment or education. Include licenses and relevant certifications, if you have few. If you have many licenses and/or certifications, you may create a section called “Licenses/Certifications.” Again, it is not necessary to include both a Profile and a Summary. Example:

- Nursing graduate (ADN) with over 200 clinical hours of experience
- Four years as an ACT in an acute care hospital
- Experience providing compassionate care to diverse patient populations in a variety of settings
- Outstanding leadership and collaboration skills: consistently selected as team leader for FNA
- Bilingual-English and Spanish, oral and written proficiency

Certificates and Licenses:

Provide the name and date you passed the State Board of Nursing Exam. Example: NCLEX-RN, May 2014. Include other relevant certifications, such as CPR, ACLS, PALS, etc., and unique or specialized equipment.

Education:

List your most relevant and recent education first.

Associate in Science Degree, Registered Nursing, Expected May 2014 [Delete “Expected” after graduation]

MiraCosta College, Oceanside, CA

- GPA if it is 3.75 or higher; it’s not required, so don’t include it unless it’s outstanding
- Include membership in school clubs, especially if you served as a leader or event coordinator
- Include Honors, Scholarships, Awards, Leadership, etc., unless you have such significant awards and honors and you need to fill space on your resume, then create a section for them

Previous Degrees

College/University, City, State

- You don’t have to include the year if it’s not recent, but you will have to on your application
- If you have additional, related training, include it in the education section or include it in your profile or summary, or include it under the employer who provided the training

Clinical Experience:

You may present this in different ways. If you are applying to one of the hospitals where you obtained your clinical experience, you’ll want to emphasize experience at that hospital. You also may present your nursing skills in a list and then list the facilities and units, dates, and number of hours at each.

- Use bulleted phrases because they are easier to read; don’t include periods
- Begin each bulleted phrase with an action word and use the language of the profession
- Abbreviate only when you are sure the reader knows the meaning of the abbreviation
- Spell correctly and double-check proper names for equipment or specialized procedures

Example 1: List each hospital/facility, unit/department, city, state, dates, and total hours, then skills
Tri-City Hospital, Behavioral Health Unit, Oceanside, CA January-May 2013 (200 hours)

- List skills specific to the unit and nursing skills under each facility
- Administered Mini-Cog Test and Clock Drawing Test

Example 2: List all hospitals/facilities, units/departments, cities, states, dates and total hours, then under all of them (rather than each, as in the above example), list the nursing skills common to all:

Tri-City Hospital, Behavioral Health Unit, Oceanside, CA January-May 2013 (200 hours)

Naval Hospital Camp Pendleton, Labor and Delivery, Oceanside, CA January-May 2013 (200 hours)

Nursing Skills:

- Employed nursing skills according to evidence based practice
- Administered medications via all routes (IM, IV, etc.)

Additional Experience

You may call this section whatever is most appropriate for the types of experiences you decide to include to convey to the employer that you are the best candidate for the position. If you have had jobs and volunteer experiences directly related to the job you are seeking, you might decide to call it “Relevant Experience.” If you have “Relevant Experience” and a strong work history in another industry, you may choose then to also include a section called “Professional Experience” to demonstrate your versatility and other skills. If you call it “Previous Employment,” you will be limiting the experiences to paid positions only. Note that the employment application will require you to list paid employment in reverse chronological order, so create a fact sheet for that purpose (see Fact Sheet Guidelines).

- Follow all guidelines provided in the “Clinical Experience” section
- Determine which experiences to include first by relevancy and then by recency
- List your most relevant and recent experience first
- Start with the job or volunteer title; ensure that it matches the title used by the employer
- Include the Facility Name, City, State, and Month/Year the experience began/ended

Accomplishments

Not all resumes include an “Accomplishments” section. You may include your accomplishments in whichever section you “accomplished” them. For example, if you were “Selected as the Student Nurse of the Year by the faculty of the Nursing Department,” you could include it under “Education” or in your Profile or Summary. If you have many accomplishments that highlight skills related to those required of the position, consider including this section.

Memberships

If you are a member of at least two professional organizations related to your profession, you could include a “Memberships” section, particularly if you need to fill space on your resume. If you have only one membership, consider including it under your Profile or Summary. If you aren’t a member of a professional organization related to your profession, consider joining. Many offer free or discounted memberships to students. Ask for recommendations from professors and nurses or check <http://www.cacareercafe.com/cool-connections/>.

References

There is no need to include “References will be provided upon request” on your resume. Note, though, that you should contact your professional references to ask whether you may include them as a reference before you share their contact information; you will want to have at least three references. Some employers may ask for one or more references specific to your education, employment, or character. Establish excellent relationships with your instructors, staff at the clinical sites, work supervisors, and members of organizations to which you belong.

You then should create a document entitled “References” and format it with the same content and formatting as your resume and cover letter. Include the following:

Courtesy Title, First Name, Last Name (no commas)

Job Title

Company/Facility, or Institution and City, State

Email address

Telephone number

Affiliation and Timeframe: The role/relationship or type of reference and the dates.

RESUME TEMPLATE

Your Name

Address • City, State Zip • Phone • Email

Objective: Position as Registered Nurse in _____ (specific unit) at _____ (hospital or organization)

Summary of Qualifications

Highlight this section and type 3-5 qualities or attributes that make you a good candidate for this job.

Job Descriptions usually list desired qualifications.

- (i.e. # years experience in allied health field/health)
- (i.e. Bilingual-English and Spanish, fluent both written and oral)

Education

MiraCosta College, Oceanside, CA

Type your degree/certificate, major, and the date you will complete your studies

(Example: Associate of Science Degree: Registered Nursing)

- Include Honors, Dean's List, Scholarships, Awards, Leadership, etc.

Certificates and Licensure

Exact name and date of State Board of Nursing Exam, for example: NCLEX-RN

Other relevant certifications, such as CPR, ACLS, PALS etc.

Clinical Experience

Tri-City Medical Center (or the hospital where you completed your clinical)

Highlight the various wards/departments in which you worked

- Use action words, list the skills you acquired.

Pomerado Hospital (or another relevant site)

Highlight the various wards/departments in which you worked in

- Use action words, list the skills you acquired.

Accomplishments

Include memberships, professional organizations, leadership roles, conferences/seminars attended, professional accomplishments such as poster presentations, etc.

Professional Experience

(Reverse chronological order, most recent first, include jobs, volunteer experience, etc.)

Job Title Company Name Dates Employed

- Describe skills in one sentence using an action word.

Job Title Company Name Dates Employed

- Describe skills in one sentence using an action word.

Job Title Company Name Dates Employed

- Describe skills in one sentence using an action word

ACTION WORDS

Achieve	Define	Judge	Repair
Administer	Delegate	Lead	Represent
Advise	Deliver	Lecture	Research
Analyze	Demonstrate	Maintain	Respond
Answer	Design	Manage	Restore
Apply	Determine	Measure	Retrieve
Arrange	Develop	Mediate	Review
Assemble	Devise	Modify	Revise
Assess	Diagnose	Monitor	Revitalize
Assist	Direct	Motivate	Search
Build	Distribute	Negotiate	Select
Calculate	Edit	Obtain	Sell
Categorize	Eliminate	Offer	Serve
Chart	Establish	Operate	Simplify
Classify	Estimate	Order	Solve
Coach	Evaluate	Organize	Spearhead
Code	Examine	Outline	Speculate
Collaborate	Expand	Perform	Sponsor
Collect	Explain	Persuade	Study
Communicate	Formulate	Plan	Succeed
Compile	Gather	Prepare	Summarize
Complete	Generate	Prescribe	Supervise
Compose	Guide	Present	Supply
Compound	Handle	Process	Support
Compute	Help	Produce	Synthesize
Conduct	Identify	Promote	Teach
Confer	Illustrate	Protect	Test
Conserve	Implement	Prove	Train
Consolidate	Improve	Provide	Translate
Construct	Increase	Realize	Troubleshoot
Consult	Initiate	Receive	Tutor
Contact	Install	Recommend	Unite
Contribute	Institute	Record	Utilize
Control	Instruct	Recruit	Verify
Coordinate	Interact	Reduce	Volunteer
Copy	Interpret	Refer	Write
Correspond	Interview	Regulate	
Counsel	Invest	Relate	
Create	Investigate	Reorganize	

SELF DESCRIPTIVE WORDS

Active	Dependable	Imaginative	Respectful
Adaptable	Determined	Independent	Self – Reliant
aggressive	Diplomatic	Logical	Sense of Humor
alert	Disciplined	Loyal	Sincere
ambitious	Discrete	Objective	Sophisticated
analytical	economical	Optimistic	Systematic
assertive	efficient	Perceptive	Talented
attentive	energetic	Personable	Will Travel
broad-minded	enterprising	Positive	Will Locate
consistent	enthusiastic	Practical	
constructive	fair	Productive	
creative	forceful	Realistic	
		Resourceful	

ACCOMPLISHMENTS WORDS

Achieved	Increased	Resolved (problems)
Convinced	Initiated	Restored
Customized	Introduced	Revitalized
Expanded	Reduced	Spearheaded
Improved	Pioneered	Strengthened
		Transformed

WORKPLACE COMPETENCIES

The Conference Board, Corporate Voices for Working Families, Partnership for 21st Century Skills, and the Society for Human Resource Management jointly surveyed over 400 US employers. A key finding of their report, "Are They Really Ready to Work?," was the employers' listing the most important skills recently hired college graduates need to succeed in the American workplace.

Identify your competencies and include them in your resume. These are good competencies to include in your Summary of Qualifications and in your skill statements in work history

Professionalism/Work Ethic:

Demonstrates personal accountability, effective work habits, e.g., punctuality, working productively with others, and time and workload management.

Teamwork/Collaboration:

Builds collaborative relationships with colleagues and customers; is able to work with diverse teams, negotiate and manage conflicts.

Oral/Written Communication:

Articulates thoughts, ideas clearly and effectively; has public speaking skills. Writes clearly and effectively.

Critical Thinking/Problem Solving:

Exercises sound reasoning and analytical thinking; uses knowledge, facts, and data to solve workplace problems; applies math and science concepts to problem solving.

Leadership:

Leverages the strengths of others to achieve common goals; uses interpersonal skills to coach and develop others.

Information Technology Application:

Selects and uses appropriate technology to accomplish a given task, applies computing skills to problem-solving.

Diversity:

Learns from and works collaboratively with individuals representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.

Self-Direction/Lifelong Learning:

Is able to continuously acquire new knowledge and skills; monitors own learning needs; is able to learn from mistakes.

Creativity/Innovation:

Demonstrates originality and inventiveness in work; communicates new ideas to others; integrates knowledge across different disciplines.

Ethics/Social Responsibility:

Demonstrates integrity and ethical behavior; acts responsibly with the interests of the larger community in mind.

FOLLOW-UP LETTER GUIDELINES

The purpose of a follow-up letter is to re-affirm your interest in the position and your confidence in your ability to successfully meet or exceed the position's requirements. Send a letter (or email) to each member of the panel.* You may send the same content, unless you feel the need to address a question asked by a particular member (see Middle Paragraph, below). If the decision time-line is tight, send an email instead of a letter. Omit the Date and Interviewer's Contact Information sections; begin at Dear.

Date

Interviewer's Courtesy Title (Dr., Ms., Mr.) and Last Name (Get it right; research it and double-check)

Interviewer's Position or Title – Get it right; research it

Facility's/Company's Name – Get it right; research it

Facility's/Company's Street Address – Get it right; research it

Facility's/Company's City, State ZIP Code (2-letter state and no comma between state and ZIP)

Dear [Courtesy Title] [Contact Person's Last Name]:

First paragraph: Thank the interviewers for taking time out of their busy schedules to talk with you about the [job title] position. Express your confidence in your abilities to fulfill the duties of the position and your fit with the team. Convey your excitement about a particular aspect of the interview process, perhaps meeting the team, touring the facility, or their excitement about a particular aspect of your qualifications.

Middle paragraph: Include a statement to personalize the letter so the reader remembers you more prominently than the other candidates interviewed. You might describe one or more of your unique skills and/or an aspect of your educational program that the interviewers seemed particularly responsive to and excited about. If you feel you need to clarify a response to an interview question or you stated in the interview that you would follow-up with additional information, do so, briefly, here.

Final Paragraph: Wrap up by expressing confidence in your ability to be successful in the [job title] position and a significant contributor to the success of the [unit or facility]. If given a decision deadline, state that you look forward to hearing from them by [decision deadline]. Include a statement that, should the interviewer have additional questions, they are welcome to contact you. Thank the interviewer(s) again.

Sincerely,

Your Name

Your Contact Information**

*TIP: Try to get a business card from each member of the interview panel or ask the Human Resources liaison for each of their names or write each of their names down and research the Web for the correct spelling and work email address.

**If time allows you to send a letter, you may format your follow-up letter the same as your resume and cover letter for consistency. If you send an email, include the information under your name.

FOLLOW UP LETTER TEMPLATE

Your Name

Address • City, State Zip • Phone • Email

Date

Interviewer's name

Company name

Address

City, State, Zip

Dear Interviewer's Last name:

Thank you very much for taking time out of your busy day to talk with me about the [job title] position. I enjoyed meeting you and the members of your department, and I am excited about the chance to work with such a great team.

Add a statement about the interview. Something that impressed you, or that you wish to clarify.

A sample paragraph might include: Judging by our discussion earlier today, I believe that my qualifications are an excellent fit, particularly my describe your particular skills and abilities or educational program here. The position is exactly what I'm looking for, and I'm confident that I can be a significant contributor to the success of [company or department name]. I sincerely hope you agree.

Thanks again for interviewing me. If you have questions or concerns, please feel free to contact me. I look forward to hearing from you again.

Sincerely,

Your Signature

Your Name

FACT SHEET GUIDELINES

A fact sheet is a comprehensive listing of the information you are likely to be asked to provide on your employment application.

Do not send your fact sheet to employers; it is for your use only. You create a fact sheet to facilitate the timely and accurate completion of employment applications; which frequently request information you don't include on your resume.

Include:

- Job title assigned by employer
- Company/Facility/Organization Name and Department/Unit
- Salary (per hour or month is most common, but weekly or annual salary may be requested)
- Date hired into the position
- Date left the position
- Reason for leaving*
- Supervisor title
- Supervisor name
- Job duties – TIP: Print and keep a hard copy of the job announcement or position description in a file. The Web announcement will not always be available online.

If you held any supervisory positions, also include:

- The number of employees you supervised (full- and part-time)
- Annual budget of your department
- Any special awards or honors your department received
- Any grants you were awarded:
 - The funding source
 - The grant amount
 - The grant's duration
 - The grant's purpose

*TIP: Your reason for leaving should be positive. Examples:

- Sought a position that provided direct patient care
- Sought additional responsibility
- Returned to school as full-time student

Nursing

Interview Tips & Techniques



TIPS FOR INTERVIEWING

Interview Tip 1:

Plan ahead – Do a little homework! Research the company and the position if possible, as well, the people you will meet with at the interview. Review your homework experiences. Be ready to support past career accomplishments with specific information targeted toward the companies needs. Have your facts ready!

Interview Tip 2:

Role Play – Once you have finished studying, begin role playing (rehearsing). Use the general questions provided below in the Interview Preparation Area. Write down answers if it helps to make your presentation more concise. Try to keep your answers to the information your new employer will want to know.

Interview Tip 3:

Eye Contact – Maintain eye contact with your interviewer. Show you want the job with your interest.

Interview Tip 4:

Be Positive – In particular, avoid negative comments about base employers.

Interview Tip 5:

Adapt – Listen and adapt. Be sensitive to the style of the interviewer. Pay attention to those details of dress, office furniture, and general décor, which will afford helpful clues to assist you in tailoring your presentation.

Interview Tip 6:

Relate – Try to relate your answers to the interviewer and his or her company. Focus on achievements relevant to the position.

Interview Tip 7:

Encourage – Encourage the interviewer to share information about his or her company. Demonstrate your interest. Some suggested questions to ask the interviewer are provided in the “Questions You Could Consider Asking the Employer” section.

SAMPLE INTERVIEW QUESTIONS

1. Tell us about yourself.
2. Tell me about a conflict situation that you worked to resolve?
3. Give me an example when you displayed an optimistic positive attitude in the face of "difficulty"?
4. Describe your experiences in a situation where you had to rapidly change your priorities. Where you had to "turn on a dime", and stop what you were doing to do something else. How did you handle it?
5. You notice that your colleague is performing a skill incorrectly, how will you handle this situation?
6. What are your strengths and areas for improvement in nursing?
7. Describe an example that illustrates you delegation styles?
8. Describe a problem brought to your attention by a patient who was unhappy about a situation. How did you solve the problem? What were the results?
9. Tell me of a situation that illustrates your commitment to the patients, and employees when making a decision?
10. Tell me of a time when you were creative? What was the outcome and how did you go about reaching it?
11. What do you do on a routine basis to handle stress?
12. What are your short term goals in nursing?
13. What do you see yourself doing in 5 years?
14. Why are you interested in beginning your nursing career at this facility ?
15. What is your personal definition of nursing?
16. Tell us about a nursing leader or mentor who has influenced your development in nursing. How has this individual impacted you professionally?
17. Describe the most challenging patient experience you've had. What did you learn from this experience?
18. List two clinical areas/departments that you would like to work in after graduation and why
19. Describe your goals as you begin your professional career.
20. How do you see yourself contributing to nursing as a profession in 5 and 10 years?
21. What is the definition of leadership, and why do you feel it is important? How have you demonstrated leadership?
22. Describe an evidence-based project you would like to explore in your nursing career either from a clinical or work-related experience.
23. In evaluating your nursing skills up to date, what do you feel you need to improve upon? How do you intend to accomplish this?
24. Did you complete a senior preceptorship as a part of your nursing program?
25. What was your typical patient assignment?
26. What is the name of the facility where you completed your preceptorship?
27. What type of unit?
28. What types of diagnosis did you work with and the number of patients you cared for:
29. What did you like most about this experience? What did you like least?

SCENARIOS

Describe a situation in the past when you have worked without close supervision on a new or difficult task.

What was the nature of the work?

How did you go about completing the task?

Describe any help that you obtained during your work.

Would you have preferred more guidance with the work? Why or why not?

Describe how you have maintained work records to track progress on a project or to track progress against goals.

What type of records did you maintain?

How often did you update your records?

How did you use the records?

Sometimes people with varying viewpoints have to work together on an assignment. Have you ever encouraged such a group to work toward common objectives?

What different viewpoints were involved?

How did you motivate the group toward a common goal?

What was the outcome?

Describe a time when you showed someone a better way to do a task.

What were the key things you considered in deciding how best to assist the person?

How did the person react to your help?

How did the person's performance improve with the task change?

Tell me about a recent situation in which you showed a lot of initiative.

What was the situation?

What did you actually do to show your initiative?

Was your initiative appreciated? If yes, in what way? If no, why not?

How frequently do you show initiative like this?

Describe a time when you had to balance several projects. How did you prioritize activities?

What factors did you consider in planning the order of activities?

How did you incorporate the project work with daily tasks?

What was the result of your planning?

Tell me about a recent situation in which you tried to motivate a coworker or subordinate.

What specific activities were you trying to improve?

What did you do to motivate the person?

What was the result of your efforts?

How could you have been more effective?

QUESTIONS YOU MAY WANT TO ASK THE INTERVIEWER

1. Why is this position open?
2. How often has it been filled in the past five years? What were the main reasons?
3. What would you like done differently by the next person who fills this position?
4. What are some of the objectives you would like to see accomplished in this job?
5. What is most pressing? What would you like to have done in the next 3 months?
6. What are some of the long-term objectives you would like to see completed?
7. What are some of the more difficult problems one would have to face in this position?
8. How do you think these could best be handled?
9. What type of support does this position receive in terms of people, finances, etc.?
10. What freedom would I have in determining my own work objectives, deadlines, and methods of measurement?
11. What advancement opportunities are available for the person who is successful in this position, and within what time frame?
12. In what ways has this organization been most successful in terms of products and services over the years?
13. What significant changes do you foresee in the near future?
14. How is one evaluated in this position?
15. What accounts for success within the company?

- These questions are presented only as interviewing guidelines. They are meant to help you prepare for the interview. Some questions may or may not be appropriate for your interviewing situation.
- By practicing your responses to some of these questions, hopefully you be not taken off guard if asked one of them. Most importantly, relax, go with the flow, and before you know it, you'll be in your next job.