

Interviewing Work Sheet:

Preparing for the Interview

Know Yourself:

1. Name 3 of your greatest professional skills and provide a brief example of how you have demonstrated that skill in the past.

Skill

Example of how you have demonstrated that skill

_____	_____
_____	_____
_____	_____

2. Identify 3 personality characteristics you have that make you succeed and/or persevere in professional settings (e.g., adaptability, quick learner, inquisitive nature, etc.)

Characteristic

Example of how you demonstrated it

_____	_____
_____	_____
_____	_____

3. What do you feel makes you most effective in a work setting? (e.g., opportunity to focus on one task to completion, or strong collegial/cooperative nature among staff)

4. What type of supervision do you prefer? (e.g., independent/hands-off, independent with frequent opportunity for interaction, close supervision, regular feedback on performance, etc.)

5. Describe your most significant positive experience to date. How has that impacted your professionalism?

6. Identify your three greatest strengths.

Strength

How/Where you have demonstrated this strength

_____	_____
_____	_____
_____	_____

7. Identify three areas on which you are working to improve yourself.

Weakness

Steps you are taking to overcome this weakness

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Know Your Field:

1. Identify a current trend in *health care* that you anticipate will impact your work. What is that trend and how will it impact you professionally?

2. Identify a current trend in *nursing* that you anticipate will impact your work. What is that trend and how do you anticipate it impacting you professionally?

3. Identify one issue over the last five years that has impacted the field of nursing. How has this impacted the area you are pursuing?

Know the Employer:

1. What setting do you desire to work in (hospital or other – describe other): _____

2. Identify the organizations mission and vision statements. How do these align with your values and professional goals?

3. What is the employer’s reputation (e.g., Magnet status, awards, complaints)?

4. Do they offer training (e.g., nurse residency programs)? If so how do you feel this program will aid you in your professional development?

5. Are there opportunities for mentorship? Do they offer a preceptor? How do they define that relationship?

6. What are their services/products? Who are their clientele/patients?

7. How big is the department? What is the supervision structure?

8. Are there any press, awards or complaints the organization has received over the last 1-2 years (positive or negative)?

Putting It All Together

Form an agenda of what you hope to accomplish in the interview.

1. Having identified things that you want to be sure to get across to an employer can aid you in responding to questions and ensuring that you have left the impression you sought to leave. Identify up to four things that you want to get across to the employer in the interview

Develop a list of questions to ask in the interview:

During the course of the interview it is common for the interviewer to answer some of the questions you expected to answer. As a result, formulate extra questions so that you always have at least one question to ask. Having a minimum of five questions is recommended. Form multiple questions from the following areas. Expect that you will have time to ask 2-3

1. As you researched the organization, develop questions to gain information in which you were interested but were unable to locate. Form a question based on that missing information (e.g., "Can you describe what types of mentoring opportunities are available for new hires in your organization?")

2. As you research an organization, develop questions about things you were unfamiliar with or that you would like to learn more about (e.g., "I saw on your website that the organization is the result of a recent merger between _____ and _____. Can you describe how this merger has impacted this department?")

3. During your research you uncovered something negative about the organization or the opportunity. Rather than immediately eliminating the opportunity, ask a question of the employer that will provide you with more information for you to assess the situation. (E.g., “I saw in the (cite source) that your organization recently had a lay-off resulting in the elimination of x number of staff, would you explain the cause of the lay-offs and how you are able to hire for this position?”)
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Note: When asking questions about sensitive topics it is important not to denote judgement in your tone of voice and phrasing. Identify the topic and ask them to provide the organization’s view of it. Though this may feel more uncomfortable it is actually more effective than leaving the “elephant in the room” unaddressed.

4. Though many of your questions will be fact based, it is important to have at least one perspective question to ask. Hearing peoples’ unique perspectives on organizations can give you information facts and figures cannot. Additionally, they are not usually given without being asked, so you will usually have them to ask if the interviewer answers your other questions. And, if you are interviewing with multiple people you can ask the same question of everyone. (E.g. “What do you see as being the greatest challenge facing this organization/department in the next year to five years? How do you see it impacting the (role you are interviewing for)?”)
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Final Preparations

1. Review potential interview questions. If you cannot immediately answer a question, develop a written response. Though you don’t want to read it in the interview, this will force you to formalize your thoughts about that question. If you find that there are questions you are hoping they won’t ask, meet with a Career Counseling Officer to discuss potential ways of dealing with that question.
2. Identify the outfit you will wear and be sure that it is clean and pressed.
3. If you are interviewing remotely, understand the technology and have a quiet setting to speak with them in. If you will be interviewing on camera, be sure that your backdrop is appropriate and not distracting.
4. If you are interviewing onsite, know how to get there. Plan to allow an extra 30 minutes to get there if there is any potential for traffic/transportation issues. If possible, do a dry-run the day before the interview.

Day of the Interview

1. Arrive 10 minutes early.
2. Ask for business cards from the interviewer(s) and/or write down names and titles (have names spelled).
3. Be yourself!
4. Send thank you note