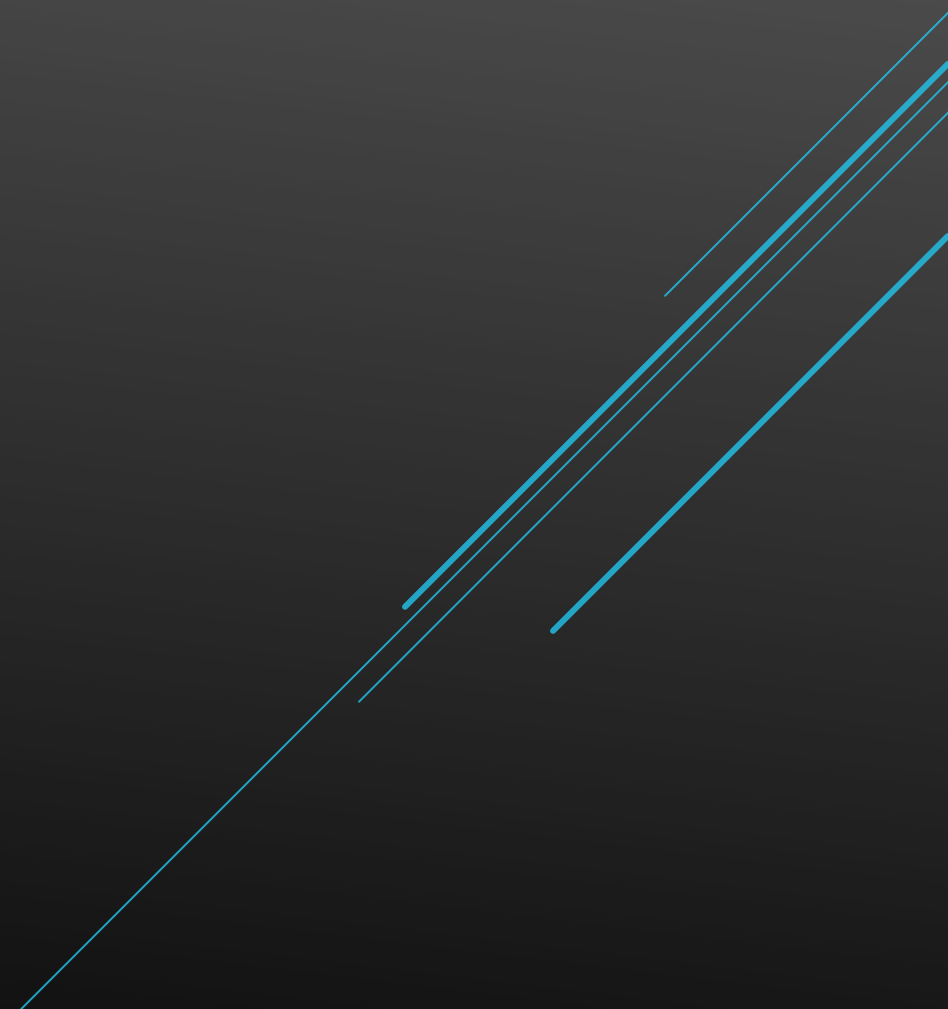


EMPLOYMENT PROCESS

CHAPTER 9

Audra Xenakis, DNP, RN

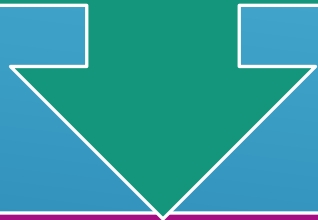




- ▶ Well-educated
- ▶ Appropriate skills & knowledge
- ▶ Honest
- ▶ Integrity
- ▶ Sense of responsibility
- ▶ Communication skills
- ▶ Teamwork
- ▶ Loyalty

EMPLOYER EXPECTATIONS

Identify direction you want to take
and locate appropriate
employment position to match
your goals



Take an informal tour


How do the
client look?

What are the
staff doing?

Are they
professional?

What is the
job
description?

EMPLOYER
EXPECTATIONS

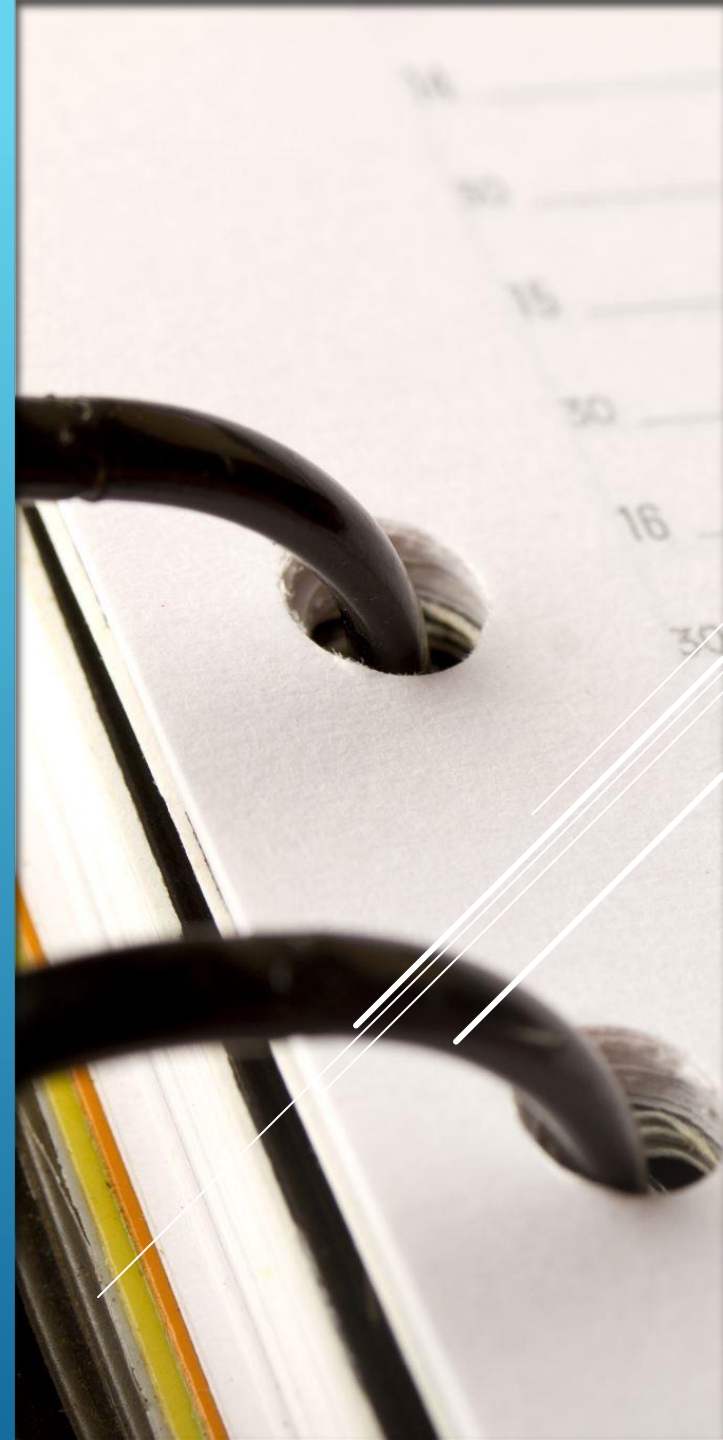
- 
- ▶ Places to seek employment
 - ▶ Local employment agency
 - ▶ Online employment web sites
 - ▶ Social networking (LinkedIn)
 - ▶ Potential employer's websites
 - ▶ Friends
 - ▶ Other nurses
 - ▶ Classmates

EMPLOYER EXPECTATIONS



- ▶ After identifying organizations
 - Obtain name of nurse recruiter
 - Maintain organized list of each institution, when contacted them
- ▶ After submitting a resume and cover letter
 - Follow up with phone call to verify receipt of application

APPLICATION PROCESS





Cover Letters

Must accompany
application and
resume



Letter should be

Original

Tell why you are
interested

If it is your dream job...
state, why

Explain why you would
be a good fit



Don't elaborate on your job history or skills

This information is in
your resume

APPLICATION PROCESS

PREPARING A RESUME



- ▶ Personal information
- ▶ Professional summary
- ▶ Strengths/experiences
- ▶ Experience
- ▶ List clinical units you have worked
- ▶ Education background
- ▶ License/certifications
- ▶ References

PREPARING A RESUME



- ▶ Arrive at least 5 minutes early
- ▶ Wear PROFESSIONAL attire
- ▶ Bring file containing license, immunizations, certifications, resume copy
- ▶ Shake hands firmly and smile when entering
- ▶ Prepare questions
- ▶ Practice in advance

PREPARING FOR THE INTERVIEW

Interview levels

- Human resource director may do initial screening
- Then interview with nurse manager
- Next interview with nursing staff
- Committee interview is common

Interview question types

- Motivation
- Present employer
- Professional philosophy, memberships, career goals
- Contribution to organization
- Case studies or scenarios

PREPARING FOR INTERVIEW

- ▶ Illegal to ask questions about
 - Age
 - Ethnic background
 - Birthplace
 - Religion
 - Credit rating sexual preference
 - Number of dependents
 - Reason for previous arrests
 - Pregnancy or childcare arrangements

PREPARING FOR INTERVIEW

Several white diagonal lines of varying lengths and thicknesses are positioned on the right side of the slide, extending from the top right towards the bottom left, creating a modern, abstract design element.

- ▶ Give 2 weeks' notice before leaving
- ▶ Present a professional letter with plan to terminate and date of your last day
- ▶ Hand deliver letter to your immediate supervisor
- ▶ Your immediate supervisor should be the first to know about your resignation
- ▶ Do not share "in house" information from your old job with people with your new job

LETTER OR RESIGNATION