

# Career Planning: Your Job Search, Resume and Interview Tips



presented by:

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UK Healthcare and UK College of Nursing

Nursing Career Resource Center

# Fact or Myth??

- A strong resume will get you a job or a promotion.....



# Myth

- According to Blogging4Jobs Editor,

” A resume will get you through the door, but the interview is what will get you hired.”



# Your Job Search Tools

- Strong Resume and Cover Letter
- Complete Application
- 3 – 4 Professional References
- Interview Preparation (business suit, shoes, leather portfolio, home work, etc.)
- Thank you Letters



# Your Job Search



- Conducting a Job Search
- What type of career?
- **Look on OES daily!!!**
- UK Jobs

[https://ukjobs.uky.edu/applicants/jsp/shared/Welcome\\_css.jsp](https://ukjobs.uky.edu/applicants/jsp/shared/Welcome_css.jsp)

- Then click on UK Healthcare Jobs or Registered Nurse

# Your Job Search

- Competitive Job Market
- One Time to Make an Impression
- Grammatically free, completed application, Resume, Cover Letter and References or Letters of Recommendation
- Mental Preparation



# Your Job Search

- Online Job Postings
- Current Employer
- Networking
- Job Fairs
- Volunteer Opportunities
- Other??



# When Do You Use a Resume?

- Job Searching/Networking
- Applying for Jobs or Promotions
- When Needing a Letter of Recommendation
- College or Graduate School Applications
- Awards/Honors/Special Recognitions
- Grant or Scholarship Applications





# Your Resume

- You want your resume to generate interest and interviews. It doesn't get you a job and it doesn't need to cover your life history. It should pique the interest of the reader and answer the only question she/he cares about: will this candidate add value to my company?
- If answer is YES, you will get an INTERVIEW!!



# Before You Write Your Resume

- Read the Job Description or Graduate School Application carefully
- Underline skills, experience needed, certifications, etc.
- Look at different resume styles
- Purchase computer, printer, bonded resume paper, etc
- **ALWAYS SPELL CHECK!!**



# Why Should I Read the Job Description?

- What skills are they looking for?
- Education needed?
- Certifications required?
- Experience required??
- What else?



# Section 1: Name, Credentials and Contact Information

- Name, credentials, degree
- Address (Permanent and/or Campus)
- City, State, Zip Code
- Email Address
- Area Code and Phone Number





# Review Job Description Carefully



- Associate's degree in Nursing (ADN).  
Prefer Bachelor's of Science degree in Nursing (BSN)
- American Heart Association (AHA)  
Basic Life Support
- ACLS certification is required. PALS  
also preferred
- Resume, Cover Letter, Other Doc

# Review Job Descriptions Carefully

- Ideal candidate will be assertive, inquisitive, passionate, flexible and enjoy serving as an advocate for the patient and their family members.
- Excellent communication skills
- Excellent patient education skills
- Maslow's Hierarchy of Needs



# Section 1: Two Examples of Contact Information

424 Ruddles Mill Rd., Paris, KY 40361 • 859-987-4737 • jbpandjeb@aol.com

**Nancy J. Nurse, RN, BSN**

**or**

**Nancy J. Nurse, RN, BSN**

459 Burgess Smith Road

Sadieville, KY 40370

(502) 857-8747

[jmhill2@email.uky.edu](mailto:jmhill2@email.uky.edu)



# Section 2: Career Objective

- Use When you are Applying for a Specific Job
- Don't Use When You are Networking or Giving Resumes to Friends or Colleagues
- Change Career Objective with Every Job you Apply



# Section 2: Career Objective Example

- To obtain a Nursing Care Tech position by applying the education learned during my BSN program



# Section 2: Career Objective Example

Recent Nursing Graduate Example:

To obtain a position as a BSN prepared Registered Nurse in the Pediatric Intensive Care Unit at the University of Kentucky Chandler Hospital.



# Section 3: Education

- Name of School/University (Colleges and Grad school only). No high school.
- Reverse Chronological Order
- City, State
- GPA: > 3.0 or higher
- Honors and Accomplishments such as Proficient in Spanish



# Section 3: Education

- List Education Section first for new grads.....last if you have 3+ yrs or more of work experience
- List Continuing Education here
- For New Graduates, State Date when You will Sit for Boards, or NCLEX



# Section 3: Example of Education Information

**University of Kentucky**, Lexington, KY

Bachelor of Science Degree in Nursing, May 2011

*Honors and Accomplishments:*

- Financed 100% of Education with Scholarships and Part-time Employment
- GPA: 3.55
- Class President, UK College of Nursing Class of 2011
- Fluent in Spanish and Proficient in French and Arabic

# Section 3: Professional Nursing Experience

- This section lists related professional nursing experience
- Examples are: Registered Nurse  
Patient Care Manager, Staff  
Development Specialist, etc.



# Section 3: Professional Nursing Experience

## Registered Nurse - Post Anesthesia Care Unit (PACU)

Lexington Surgery Center, Lexington, KY (June 2012- Present)

- Assist surgeons and anesthesiologists in providing bedside care to post-operative patients
- Maintain and manage equipment and set up for in-unit procedures
- Adept at cardiac arrhythmias, defibrillators, IABP monitoring and bedside procedures

### *Leadership and Administrative Responsibilities:*

- Assist Nurse Manager with staffing, scheduling and budgetary issues
- Nominated by peers to Co-Chair, PACU Nursing Care Model Policy and Procedure Committee



# Section 4: Other Work Experience

- This section should include “other” work experience that you might want to highlight such as a previous career, Manager, Lowes, Life Guard, Researcher, Office Assistant, e





# Sections 5 – 6: You May Have One or All of These Sections

Section 5: Leadership and Involvement

Examples: Co-Chair, Committees, Council, Task Forces, etc.



Section 6: Community and Volunteer Experience:

Examples: Mission Trips, Humane Society, Red Cross, Big Brothers, etc.

# Sections 7 : You May Have One or All of These Sections

Section 7: Certifications and Licensure:

Examples: ACLS Certified, 2012 to present

BCLS Certified, 2012 to present, Intraortic Balloon Pump Certified, January 2011 to present

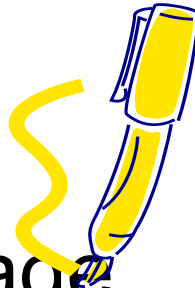
RN Licensure in KY (#1096813) and OH (#V5475879), 2010 to present

# Section 8: References

- You no longer need to put References Available Upon Request. This will save you one line.
- You must provide References.
- Use a separate sheet of paper with your header and 3 to 4 professional references.



# Resume Tips

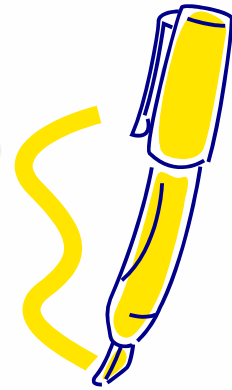


- No more than 2 pages; 1 page preferable for nursing student or recent graduates
- If 2 pages, put your name on 2<sup>nd</sup> page

**Example:** Page 2, Resume of Sue H. Strup, MSEd, MSN, RN

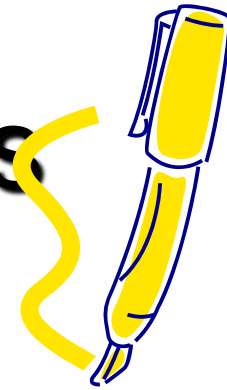
- You should staple a 2-page resume in left upper corner
- Print out on bonded, resume paper (colors: beige, white and neutral)

# More Resume Tips



- No typos or grammatical errors
- Experienced job seekers include a *Profile or Summary of Qualifications at the top of the* resume, with 4-6 bullets or phrases highlighting the skills and traits that would be of interest to the specific employer
- Update your resume at least annually

# More Resume Tips



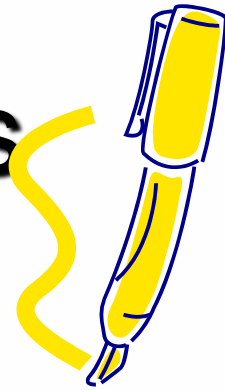
- Make sure to keep in mind things like the type of font you use, the consistency of your margins and the style of your borders can have an effect on a recruiter's impression
- Font recommendations: **10-12 points** and in ***Ariel or Times New Roman for easier reading***

# More Resume Tips



- Using resume templates is discouraged. Create your own unique document that is both appealing and easy to edit.
- Do not include personal information such as birth date, a picture, marital status, social security or “in good health.”
- Exclude hobbies, interests and religion /ethnic background unless they would be considered relevant to an employer.

# More Resume Tips



- Write in the *first person but do not use personal pronouns such as “I.”*
- Many recruiters go through thousands of resumes during a hiring phase. In a competitive market, you want your resume to stand out from the rest, without looking too gaudy or unprofessional.



# Advice from a Healthcare Company President

## Resume Tips:

- Be detailed on your résumé- being generic brands you generic
- List "specific" skill sets  
(ie: lifting/transferring experience , Alzheimer's/ dementia training and experience, cardiac arrhythmias, etc...)
- List former managers/supervisors as references instead of co-workers
- List your work history including start and stop dates



# Advice from a Healthcare Company President

- Make good career choices that will allow you to convey consistent and stable work history. Jumping from job to job, (i.e., every 6 months here then 4 months there) does not brand you in a positive light. Make sure you make right choice before accepting.

Bekki Franklin  
President, Visiting Angels, Lexington, KY



# Some Job Seeker Myths

Fact or Myth?



The job market for nurses this year is wide open so there is no need to prepare for my job search or upcoming interviews??

# Myth

- According to research done by the National Student Nurses Association, about 45% of the 2012 nursing graduates still don't have jobs because of cutbacks in hospital hiring of new nursing grads



# Interview Preparation

- A Professional Resume, Cover Letter,  
3 Professional References
- Clean Up the Digital “Dirt”
- Spend Time Preparing For Interviews!!
- Research and Do Your Homework!
- Practice, Practice, Practice!!



# Interview Preparation

- Do Your Homework
- Be Prepared for the Interview...research, research, research
- Know the Unit, Nurse Manager, Patient Population, Mission, Future Directions, Turnover Ratio, Support for Professional Development, the Staff, etc.



# Interview Preparation

When the Facility Calls....Ask About the Interview.....

- Position?
- Format??
- With Whom Will You be Interviewing?
- Names/Titles?
- Length of Time; Tour??
- Confirm Information Before Hanging Up
- Be Courteous!!



# Interview Preparation

## 5 Types of Interviews

***Type 1: Informational Interviews***

***Type 2: Telephone or Screening Interviews***

***Type 3: Individual Interviews***

***Type 4: Group or Committee Interviews***

***Type 5: Second Interviews***





# Interview Preparation

## *Type 1: Informational Interviews*



To find out more about the field, department or employer in which you are considering employment

To make contact with professionals who can offer information and possibly help you along the path of finding the right job for you.

# Interview Preparation

## *Type 2: Telephone or Screening Interviews*

- *Usually with Nurse Recruiter or HR*
- *They last anywhere from 10 – 30 minutes*
- *Be prepared with resume, job description, key reminder points, good interview questions, next steps...*
- *Ask for business card*



# Interview Preparation

## *Type 3: Individual Interviews*

- Most Common Type and Often called a “Personal Interview.”
- 30 – 90+ minutes in Length
- One-on-one Exchange with Nurse Manager; Unit Tour; Meet the Staff??



# Interview Preparation

First Impressions Do Matter:

- **Don't arrive more than 10 mins early**
- **Be kind to everyone you meet**
- **Bring several copies of resume**
- **Separate list of professional references**



# Interview Preparation

First Impressions Do Matter:

- **2 – 3 questions written down for you to ask the interviewer(s)**
- **Portfolio or Nice Folder (to hold resumes, transcripts, copy of licenses, etc)**



# Interview Preparation

Have a professional appearance:

- **Business Suit (dry cleaned and/or pressed that fits! Try it on BEFORE your interview day.) Excellent hygiene; professional!!**
- **Laundered Shirt or blouse**
- **Tie (men)**
- **Dark socks (men) and Panty hose (women – no runs!!)**
- **TURN OFF the cell phone, pager, iPad, or any electronic device.**

# Interview Tips from a Director, UK Healthcare

## Do's

- Dress for Success!!
- Strong handshake...no “limp, wet noodle” hand shakes
- Eye contact
- Use of correct English is a must
- Ask questions after the interview

# Interview Tips from a Director, UK Healthcare

- Hand written thank you note after interview

## **DON'T**

- Be late
- Don't wear inappropriate dress or shoes
- Don't wear sunglasses during the interview
- Don't use profanity



# Interview Tips from a Director, UK Healthcare

- Don't send an email thanking me for the interview...we get hundreds of emails daily
- Use a formal email. Don't use "bigsexy" or "hotmama@aol.com...we look at this
- Don't post inappropriate things on FB, Twitter or other social media websites....we look at this!!

# Interview Tips from a Director, UK Healthcare

- Don't call after the interview and ask if you have the job
- Don't degrade/disrespect/talk bad about your current employer/coworkers .....this only makes you look bad and does not promote you as a team player
- Don't Slouch....use good posture

# Dress For Success for Women



- A neutral colored suit in navy or another dark color with a skirt
- Skirt length should be a little below the knee and never shorter than above the knee
- Blouses should be cotton or silk (white or light pastel color)
- Pantyhose should be flawless (no runs) and conservative in color. (You may want to bring an extra pair with you)
- Basic pumps with 1"-2" heel (No strappy sandals or platforms!)
- Simple Accessories. No visible body piercing (nose rings, eyebrow rings, etc. )
- Make-up should be minimal and in conservative tones
- minimal cologne or perfume
- Light briefcase or portfolio case

# Dress For Success for Men



- A two piece suit in navy or another dark color
- A tie in a simple pattern that matches the colors of your suit
- button down dress shirt (white or pastel)
- polished dress shoes in a dark color
- No earrings! If you normally wear one, take it out
- Get a haircut. Short hair always fares best
- clean trimmed fingernails
- minimal cologne
- Light briefcase or portfolio case



# Interview Reminders

- Don't Reschedule An Interview Unless You Are Dead!! Return Phone Calls Promptly!!
- TURN OFF the cell phone, pager, iPad, or any electronic device. If you forget and it goes off, apologize and turn it off. DO NOT EVER take a call or page during an interview.
- Don't Ramble; Practice Concise, Clear Answers; Behavioral Interview Questions...
- Clean, conservative and well-kept nails.. no nail polish



# Behavioral Based Interview Questions

- Give me an example of when you were working with a team and one member of the team didn't pull their weight...what did you do?
- Use the S. T. A. R. Approach
- Situation Task Action You took  
Results You Achieved



# More Behavioral Based Interview Questions

- Give an example of a time when you had to be relatively quick in coming to a decision?
- Give an example of when you went above and beyond the call of duty to make a patient comfortable.
- What do you do when your schedule is interrupted? Give an example of how you handled it.

# Interview Follow Up

- Ask for Business Cards



- Ask About Time Line



- Thank everyone with a handshake



- Write Each Interviewer Personal Thank You Note





# Interview Tips from the UK Healthcare CTVICU Team

- Do's:
- Be confident not cocky
- Give specific examples to questions. Try not to generalize.
- Show enthusiasm for job
- Sell yourself to hiring panel (why do we need to hire you compared to someone else)

# Interview Tips from the UK Healthcare CTVICU Team

- Breathe (some people so nervous they stroke in front of you)
- Enjoy the experience. Interviews should be fun and learning experience. You need to also determine if the area is good fit for you.
- Convince team that you really want CTV and that we would be foolish not to hire you (Tell us why you are special)

# Interview Tips from the UK Healthcare CTVICU Team

## Do's:

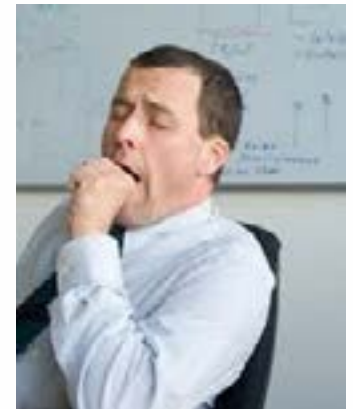
- Dress to impress
- Ask questions (it shows you are interested in job. Come with questions that you want to know)



# Interview Tips from the UK Healthcare CTVICU Team

## Don'ts:

- Be cocky
- Be general or don't answer questions. My team hates random subject topics.
- Don't slouch in chair and act bored (interview should be high energy)



# Interview Tips from the UK Healthcare CTVICU Team

## More Don'ts:

- Don't talk to team like you are already on team (some people so comfortable that they forget they are in interview)
- No shorts, sandals or scrubs (look professional)
- Don't pass out. Interviews are fun. Enjoy the experience!!

# UK's Nursing Career Resource Center

## Career Services Offered:

- Shadowing Program
- Educational Options
- Resume Critiques
- Mock Interviews
- Career Coaching
- Handouts/Career Materials/Resources
- Interview 911



# Lunch and Learn Career Planning Workshop Series



- The 3<sup>rd</sup> Thursday of each Month
- Various Topics Including Speakers from area Colleges, Universities
- Thursday, May 16, 2013  
**Topic: “Social Media and Professional Boundaries: Legal and Ethical Perspectives.”** Free lunch, handouts and drinks will be provided by Chamberlain College

# UK's Nursing Career Resource Center

## Hours of Operation:

- In-Person Appts Available every M, W, R  
9:00 a.m. – 4:30 p.m.
- M – F email me quick questions



## Locations and Contact:

- UK Chandler Hospital Room H-172
- UK Good Samaritan Hospital B-152
- Sue H. Strup, MSEd., MSN, RN

Nurse Career Consultant #859.323.3169 or [sue.strup@uky.edu](mailto:sue.strup@uky.edu)



# UK Nursing Education Fair

- Friday, April 26<sup>th</sup>
- Good Samaritan Hospital Conference Rooms A & B
- 18 nursing programs
- 11 a.m. – 2 p.m.



# UK's New Nursing Career Resource Center

- Check out the NEW Nursing Career Resource Center Web Page:

<http://www.ukhealthcare.uky.edu/nursing/career-center/>

# Q & A

