

THE NURSING JOB INTERVIEW

PURPOSE OF YOUR JOB INTERVIEW

To determine your:

- Qualifications to meet the job requirements and challenges.
- Ability to think, speak intelligently with good grammar.
- Congruence of answers relative to the desired response.
- Ability to be open and honest about sharing information.
- Interest and positive attitude toward job requirements.

THE INTERVIEWING AND HIRING PROCESS

The hiring process is intended to give you, the potential nursing employee, an opportunity for employment according to the identified acceptable employment standards. This includes submitting *before* the interview to the hiring committee/employing agency your completed application, your resume, and written references. Leave discriminating information off the application form—that is your age and race. It is your choice to verbally respond in person to possible discriminating questions.

If you are a potential employee at an interview, it will be natural for you to evaluate the facility by your exposure to the interviewing hiring committee members. The interview experience will give you covert details regarding the employment agencies' knowledge, desire, and ability to conform to a respectful interview and how you would be treated if employed. You will be able to evaluate the people already employed. You will be able to tell if you want to be supervised by the person/people introduced to you as your potential supervisor(s)/leader(s). You will carry with you from the interview an impression about the entire organization/facility by just meeting and conversing with the hiring committee members.

Enter the interviewing process knowing, personally, the available facility/organization's philosophy, mission, goals, objectives, and other information – possibly available on the internet. Be prepared to explain how your expertise, education, experience, and/or relevant history will help meet and enhance the hiring facility/organization's philosophy, mission statement, long-term goals, and short-term objectives.

Dress conservatively. This means dressing modestly and clean. Modest makeup for females is a must! Clean shaven for males is a must! Represent yourself favorably by exhibiting your best and congenial behavior.

Potential employers are interested/concerned in your soft and hard skills. Soft skills are related to your work ethic, ability to be kind and courteous, comradery when working with others, self-confidence, self-control, and proficient communication. Hard skills are related to intellectual understanding and ability to do the required job/work. Important: Show soft skills during an interview and assure others you can do the required hard skills as a part of the job description.

Remember that an interview invitation does not guarantee employment. Interviews may be genuine, or they may not lead to a real employment opportunity, and the hiring committee will not usually share that distinction with you. Use careful observation and sound personal judgment to decide whether the position is truly in your best interest. Listen closely to the committee's questions and observe their behavior. Pay attention to the hiring committee's concerns---as their questions may be intended to reveal your qualifications and ability to meet their expectations. Regardless, take pride in your nursing education and experience. Say what is accurate and appropriate—not simply what you think the hiring committee wants to hear.

If the hiring committee makes it known to you that you do not have the required job qualifications, remind the hiring committee that your application and resume provided the information per *their job interview invitation*. This allows you, as the potential employee being interviewed, to explain your personal qualifications that the hiring committee has, perhaps, overlooked.

If employment does not occur because of your interview, continue to look for employment—not always depending on others for their affirming approval! Ask yourself after your interviewing experience if this employment position is *really* where you are prepared to be, should be, and want to be at this point in your nursing career.

Be gentle with yourself and try to understand, perhaps, the possible *hiring committee's subjective/personal need for their self-assuring outcome*. However, never desire to be employed where your nursing talents are not fully appreciated or accepted. Have personal pride in being self-aware, a successful nursing graduate, and the ability to always exhibit a healthy ego.

In retrospect, intellectually and critically critique the entire hiring process experience(s) and learn from the process(es) and the outcome(s). Learn from any or all potential employment interviews to enhance current and future employment opportunities.

Be understanding of the hiring committee members who try to perform an *objective* interview. A hiring committee member's objectivity (at least an overt attempt) is required. The hiring process by a hiring committee member is time-consuming and requires concentration and the application of logic. The human aspects of the hiring committee's subjectivity (*influenced by personal feelings, tastes, opinions, or conscious experiences rather than external facts*) will naturally be integrated within a hiring committee's intended objective hiring attempt.

Best wishes to you as a new nurse as you seek your rightful and professional nursing employment role!

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