

Chapter 9

Employment Process



Employer Expectations



- Employer expectations
 - Well-educated for the position
 - Appropriate skills and knowledge
 - Honest, with integrity and sense of responsibility
 - Professional communication skills
 - Ability to work on committees and beyond patient care
 - Ask for information or assistance when needed
 - Loyalty to the institution



Employer Expectations

- Employer expectations
 - Willingness to continue learning
 - Familiar with facility and expectations of employer, taking a tour
 - Ability to use network system



Employment Expectations

- Places to seek employment
 - Local employment agency
 - Online employment Web site
 - Social networking site
 - LinkedIn
 - Local newspaper want ads
 - Potential employer's Web site
 - Friends, other nurses, fellow students
 - Networking with professionals and mentors

Application Process

A person wearing a blue medical scrub top is shown from the chest up. They are holding a red stethoscope against their chest. The background is a solid blue color.

- Organizational Suggestions
 - After identifying organizations to which you will apply
 - Obtain correct names and addresses from human resource departments
 - Obtain the name of the nurse recruiter
 - Maintain organized list of each institution, along with information you obtained when contacting them with the name of the nurse recruiter
 - Draft letter, résumé, and application (if needed)
 - Make follow-up phone call to verify receipt of your application

A hand holding a red stethoscope against a blue background with a white geometric shape. The stethoscope is positioned over the hand, and the background features a large white triangle on the left side.

Application Process

- **Cover letter**
 - Must accompany an application and a résumé
 - Follow business letter format with key words from the job description
 - Considerations when writing:
 - Be original, have your letter stand out
 - Share your backstory of why you are interested
 - State why this is your dream job
 - Describe how you will be a good fit
 - Don't elaborate on skills that are in your résumé



Application Process

- **Cover letter** Letter should:
 - Be limited to one page and three to four paragraphs in length
 - Be addressed to a specific person, such as the nurse recruiter
 - State the job you are applying for and request an interview with dates and times convenient for you
 - Provide a phone number that you can be reached at
 - State that you will call to follow up and schedule an interview if you haven't heard back from the recruiter within a week



Application Process

- Preparing a **résumé**
 - A **résumé** is a summary of who you are professionally and can determine if you will be considered for the position
 - Be limited to one page ideally, but can be two if necessary
 - Avoid unnecessary details or padding
 - Be reviewed for quality and errors
 - Be prepared with a lot of time and focus on appearance and content



Application Process

- Résumé contains
 - ***Personal information***: including name and contact information, including your email address
 - ***Professional Summary***: include your strengths and experiences
 - ***Experience***: names of employers, dates of employment, positions held, and job tasks
 - ***Educational background***: degrees, institutions, graduation dates (actual or expected)



Application Process

- Résumé contains (continued)
 - ***License and certifications***
 - ***References***: names of individuals who can give specific information about your prior job performance

Preparing for the Interview

A person wearing a blue medical coat and a stethoscope is holding a clipboard. The background is a solid blue color.

- A job **interview** involves a conversation between the employer and the applicant to assess if they should be hired. Things you “should” consider:
 - Arrive five minutes early
 - Wear professional attire
 - Bring file that contains license, immunizations, certifications, and a résumé copy
 - Prepare questions you want to ask about the job

Preparing for the Interview

A person wearing a blue medical coat is shown from the chest up, holding a red stethoscope. The background is a gradient of blue and white.

- Entrance skills
 - Gait and posture
 - Facial expression such as smiling
 - Firm handshake
 - The first few minutes are a time for “ice-breaking” to allow both people to become comfortable with each other

Preparing for the Interview



- Interview levels
 - Human resources director may do initial screening
 - Then interview with the nurse manager
 - Next interview with nursing staff
 - Committee interview also a possibility

Preparing for the Interview



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

Preparing for the Interview



- Illegal to ask questions about
 - Age
 - Ethnic background
 - Birthplace
 - Religion
 - Credit rating
 - Sexual orientation
 - Number of dependents
 - Reasons for previous arrests
 - Pregnancy or childcare arrangements

A person wearing a blue medical scrub top and a pink stethoscope is holding a white envelope. The background is a solid blue color.

Letter of Resignation

- A **letter of resignation** is a professionally written letter to give notice about terminating a job
 - Give 2 weeks' notice before leaving
 - Present the letter with your plan to terminate and date of your last day
 - Hand deliver the letter to your immediate supervisor

Letter of Resignation



- A **letter of resignation** is a professionally written letter to give notice about terminating a job (continued)
 - Your immediate supervisor should be the first to know about your resignation
 - Do not share “in-house” information from your old job with people from your new job