



RURAL CALIFORNIA NURSING PRECEPTORSHIPS

A Unique Clinical Nursing Experience That Builds Confidence & Competency

Eleven Simple Steps to a Successful Interview

1. Smile, make eye contact, and shake hands when you greet the interviewer. Don't be afraid to "break the ice" at the beginning of the interview. **BE YOURSELF.** They are more interested in hiring somebody that is happy and has a positive attitude over someone who is skilled. You can teach skills, but you can't teach happiness.
2. Come into the interview with a few things that you'd like to share (e.g. an achievement, a goal that you've met, a "light bulb moment") and make sure that you find the opportunity to speak about them.
3. Don't talk too much or overstate "your case." If the interviewer asks you to give one example, don't give three.
4. Come prepared to speak about 3 of your strengths. Have concrete examples in mind that illustrate them.
5. Mentally familiarize yourself with two patients for whom you have cared. The first should be a patient with whom you made an emotional connection. The second should be a patient who was more technically challenging. Use these patients as "mental references" when interview questions point to past experiences with patients.
6. Research the company you are interviewing with before the interview. Take a few minutes to read their website.
7. Dress conservatively, but with personality. Bring color and dazzle to your outfit with an accessory. Wear a colorful or sparkly blouse, scarf, belt, shoes, purse, handkerchief, tie, or wrist watch. Don't be drab, but don't overdo it. Keep your dazzle down to one or two items.
8. Polish your shoes – "Shiny shoes make shiny future."
9. Bring with you to the interview: two copies of your resume and copies of your letters of recommendation. In addition, bring any other information you have sent to the agency.
10. Don't be afraid to ask for clarification if you don't understand a question. Remember, an interview is a conversation, not an interrogation.
11. Send a thank you note to your interviewer(s). Remember to get business cards before you leave so you will have an address for your note. Mail it right away. Don't just send a pat thank-you note. Instead, think about what you've learned from the interview and how it sparked some new ideas about the job.