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Interview

Part 1: Interview dialogue template

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|  | **Interviewer comment** | **Your responses (person interviewed)** |
| **1. Introduction at beginning of Interview** | Considers the time at which candidates arrive.  | I would be punctual and reach the destination on time.  |
| * Arriving at the interview
 | 1. Handshakes and asks how do you get to the company? | I will handshake confidently because it says a lot about professional and social skills. I would reply, “it was not difficult to find your company it’s a big name”.  |
| * Meeting the hiring manager
 | 2. All set for the interview?  | It is better to have idea about what the interviewer will ask. I will appear composed and rely with confidence, ‘of course’.  |
| **2. Possible questions during interview** | 1. Why you applied for this job? | I will collect adequate information about the job I am applying for because it gives idea about the roles and responsibilities. It is appropriate to explain my reasons for choosing the respective profession, dedication and motivation.  |
|  | 2. Do you think you are perfect for this job? Why? | I will start by explaining myself and my interest in nursing profession. I will use by academics for proving my competency for the job. It is better to highlight accomplishments and experiences of dealing with the patients.  |
|  | 3. How will you handle work pressure and stress? | I will highlight nursing skills such as cultural awareness for explaining how I could manage workplace conflict. This will convince the interviewer that I have the potential for handling stressful situations. I will further mention stress management strategies such as respecting others and controlling anger. Similarly by explaining personality traits like adaptability I will convince the interviewer about my working capacity.  |
|  | 4. What makes you better than other applicants?  | The most appropriate reply is to highlight personality and professional strengths. Some of my strengths that I will elaborate include leadership skills, strong communications and adaptability. I will explain my experience of working in a diverse culture and understanding the needs of clients. The communication skills that will be highlighted include ability of understanding others, responding to them in timely manner and influencing them through trust and empathy. I will convince them that empathy are compassion are most essential traits for addressing patients needs. Ability of learning and openness are additional strengths.  |
|  | 5. What are your weaknesses?  | It is important for an applicant to know his/her weaknesses. I will highlight some of my weaknesses such as emotional connectivity with the patients that could affect duty. I will explain that I get attached to the patients and face difficulty to control emotions when patients die.  |
| **3. Closing interview** | 1. So, you made to the end of the interview.  | Yes, I hope I have explained you much about myself. Although I don’t have specific experience but I understand how things work in nursing profession.  |
|  | 2. Do you want to ask anything from us?  | How your company nurtures a great collaborative environment?  |
|  | 3. Best of luck.  | Thank You.  |

Part 2: Template Etiquette

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| **Areas for Improving Interview Technique** |
| **1. Dress** |
| 1. I will consider improving my dressing for the future job interviews because I wore stripped dress. It is better for nurses to wear solid color dress because it adds to the professional look. I also think that I was wearing a wrist band that was not professional. In future I will avoid wearing any kind of fancy accessories. Another important technique for improving interview technique is to wear dress shoes.
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| **2. Manners** |
| 1. Manners are essential for a good interview so I will sit in a straight posture. I will avoid slouching because it is against the professional mannerism. I will keep my hands out of pockets and avoid putting them cross my chest. A sincere smile is important for showing warmth and respect. I will avoid wringing my hand or making a fist because that’s a bad gesture. Dragging or shuffling feet is also against mannerism so I will avoid it.
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| **3. Verbal communication (what you say and how you say it; what you will avoid and why)** |
| 1. I will start by saying hello with a smile. After that I will explain why I want to join this profession by saying, “I am highly motivated to join this profession and I want to dedicate my life to it”. I would avoid using confusing words like ‘I think’ or ‘maybe’. These gives a bad impression to the interviewer.
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Part 3: Interview follow-up letter

Carla Smith

Director, Human Resource

Ace Office

Business City, NY

Dear Ms. Smith,

I want to thank you for taking your time and allowing me to talk about the RN post at your organization. I really appreciate your time and for giving me a chance to talk to the recruitment panel.

After talking to the interviewers at your company I believe that I would be a perfect applicant for the position of RN. My quick learning and adaptability skills will allow me to take the role of RN immediately. I also assure you that I am a perfect candidate for working in a diversified environment dude to my cultural competency and flexible attitude towards people from different backgrounds.

In addition to my determination, I will bring unique nursing skills that are required for taking the respecting position.

I am very interested in joining your company and look forward to hear from you. I hope you will consider me for the final decisions regarding this post. You can contact me at any time and I am ready to work for you.

Thank you

Sincerely,

XYZ

References

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