10 Common Interview Mistakes

1. Unprepared
   - No knowledge of what the company does, company history, values, mission, industry.
   - Unsure of what the job responsibilities are.

2. Lack of Interest/Enthusiasm
   - Does not ask questions of the interviewer.
   - Unable to communicate why you are interested in the company.

3. Inappropriate Attire
   - Too casual, too much perfume/cologne/makeup.
   - Rule of thumb: Wear conservative business attire—always!

4. Poor Body Language
   - No eye contact/facial expressions.
   - Leaning on the chair/desk/table.
   - Fidgeting.
   - Weak handshake.

5. Lack of Resume Knowledge
   - Cannot articulate accomplishments/provide specific examples.
   - Overstated/incorrect work history.

6. Lack of Punctuality
   - Being late without reason.
   - Arriving too early.
   - Rule of Thumb: Arrive 10 to 15 minutes before the scheduled time.

7. Unprofessional
   - Talking negatively about past company/manager/employees.
   - Chewing Gum.
   - Using inappropriate language.

8. Rambling Answers
   - Talking too much that questions are not answered.
   - Bragging/displaying arrogance rather than confidence.
   - Rule of thumb: Keep answers concise, 2 to 3 minutes.

9. Cell Phones
   - Turn them off.

10. Poor Listening
    - Missing the point of the question.
    - Responding before the interviewer finishes the question.
    - Not taking notes.
Interview Questions You Should Ask to Show Interest

Part of the process of getting ready for an interview is knowing the questions you want to ask a potential employer. These questions should demonstrate your interest in the opportunity while helping you gauge whether the position is the right match for your skills, goals, personality and lifestyle.

Your inquiries should cover three main areas: orientation and training, the working environment, and the employer's management and administration. Here's an interview cheat sheet:

Orientation and Training

1. What is the level and depth of orientation?
2. Will more orientation time be granted if I feel I need it?
3. Will my orientation take place during the shift I will be working?
4. Is there a mentorship program?
5. What are your expectations of new hires during their first six months on the job?
6. Describe typical first-year assignments.
7. What qualities do your most successful nurses possess?

Working Environment

1. What is the nurse-to-patient ratio?
2. How long are your shifts -- eight, 10 or 12 hours?
3. How do you go about scheduling? Is self-scheduling an option, or does someone else dictate the schedule?
4. How long have most nurses been on the unit?
5. Why did the last person in this position leave?
6. How long has this position been vacant?
7. Will I be on call if I accept this position? If so, what are the conditions/requirements of on-call duty?

Management and Administration

1. How would you describe your management style?
2. How do you motivate employees?
3. How do you demonstrate that you value your nursing staff?
4. How much autonomy do you give your nurses to make decisions regarding patient care?
5. How often do you conduct performance reviews?
6. What challenges is this facility facing?
7. What have been this unit's most notable successes and failures over the year?
8. What are nurses' biggest challenges at this facility?
9. What makes this facility unique among others in this region?
10. What steps do you take to ensure safe working conditions?
11. What are your plans for future growth?
12. Why should I want to work here?
Healthcare Job Interview Questions

TOP 10 QUESTIONS FOR INTERVIEWING HEALTHCARE EMPLOYEES

1. How did you fill downtime at your last job?
2. Tell me about your last performance review. What was mentioned about how you could improve? Any recurring themes?
3. What situations kept you from fulfilling your job duties or from coming to work on time at your last job?
4. Describe a recent problem you had with one of your manager's decisions. Listen and then ask, how did you handle it?
5. Tell me about the most recent problem you had with a co-worker. Listen and then ask, how did you handle it?
6. What about your character makes you a good candidate for this job?
7. Priorities often change suddenly throughout the day. If you are asked to quickly do another task, how does that affect your mood? What if it's the third time before noon?
8. What do you feel is an acceptable amount of days to be absent in a calendar year?
9. How do you handle situations that could cause you to be tardy or absent?
10. How have you responded in the past when you found another employee was stealing?
11. How have you responded in the past when your replacement calls in sick and a substitute will take over an hour to come in?
12. 24/7 operations are like relay races where you take the baton, run with it and then pass it on smoothly. How do you make seamless transitions on shift changes?
13. During the last year, when your replacement hasn't shown up and your manager asked you to stay late, what percentage of the time have you stayed late?
14. Think about the last time your manager critiqued your work. How did you respond?
15. Give an example of when you did something without being asked. Can you give me another example?
16. Tell me about your most frustrating experience as a __________ (job title). Listen and then ask, how did you handle it?

More Nursing Questions

1. Tell me about yourself.
2. What led to your interest in nursing?
3. Describe a challenging problem you faced on one of your clinical rotations. How did you solve the problem?
4. When you are experiencing a stressful work situation, how do you relax?
5. Give a specific example of a time when you knew you did a good job as a nurse.
6. Have you ever been burned out? When? What did you do about it?
7. How would you respond if asked by the head nurse to do some of the menial tasks for patients that are normally not your responsibility?
8. How do you relax when faced with stressful work situations?
9. How would you respond if, in a rude and haughty tone, a doctor questioned your work, which you knew to be top-notch and absolutely accurate?
10. Do you think you will be a career nurse or eventually look for another profession? Why?
11. Why did you decide to become a nurse rather than a doctor?
12. Describe a situation in which you found yourself working with someone who was very sensitive and thin-skinned?
13. Can you describe a situation connected with nursing that mad you angry?
14. We have all tried different ways of showing consideration for others. What are some things that you have done in this respect?
15. What are some ways that you feel that nursing can become more professional?
16. If you were told that the nursing field was closed and that you could not become a nurse, what would your do?
17. What type of colleague do you least like to work with?
18. What type of nursing tasks do you find most objectionable?
19. Describe a situation connected with nursing that you experienced in the last year that made you angry.
20. How many years do you se yourself staying with this hospital?
21. How do you go about making a decision?
22. Are there any questions that you have for me?

Sample Informational Interview Questions

Questions about the job / career field

* What led you to your current career path?
* What does an average work week involve?
* What are some of the most current trends / issues facing people in your feel?
* What do you enjoy most about your current work? What are some of the challenges?

Personal Reflection / Career Transition

* What factors did you consider when deciding which types of jobs to apply for?
* How did you deal with the challenges often associated with a career transition?
* Can you please compare and contrast your experiences in academia versus industry regarding (i.e. organizational culture, freedom vs. constraints, personal satisfaction)

The Job Search

* How did you get your job?
* What skills should I stress on my resume and during the interview to get a job in your field?
* Any advice on what I could be doing to make myself more attractive to people in your field?