

# New Year, New Career: A Proactive Job Search Strategy to Go for Your Nursing Dream Job or Promotion including Resume, Cover Letter, Application, Networking and Interview Strategies.



Speakers: Graig Casada, RN, MSN, Manager of Nurse Recruitment, Lauren Stroud, RN, BSN, Patient Care Manager 7E/6E/6S (Internal Medicine Progressive/Telemetry) and Melasene M. Cole MSN, RN, Patient Care Manager, Central Monitoring Station/6 North/6 West  
UK HealthCare  
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# The Application, Resume and Cover Letter



by:

Graig Casada, MSN, RN  
Manager, Nurse Recruitment  
UKHealthcare

# Applying for Nursing Jobs



- Apply only for positions of interest
- Fill out the application completely including all work history
- Edit for spelling/punctuation
- Avoid provocative/unprofessional email addresses
- Check your Facebook/Instagram page and clean up the “digital dirt.”

# Resume/Promotion



- **Provide updated/current resume and cover letter**
  - Resume should include objective
  - Cover letter should address the specific qualities possessed that align with the job description of Major Job Responsibilities

# Resume/Promotion



- Ensure all relevant past experience, (especially in management is documented correctly on resume/application with specific dates of service)
  - Include number of FTE managed
  - Include amount of budget managed

# Resume/Promotion



- If you have no prior management experience:
  - Highlight past leadership accomplishments
    - ✦ Unit level committee work
    - ✦ Council involvement
    - ✦ Charge nurse duties
    - ✦ Scheduling committee
    - ✦ Preceptorship
    - ✦ Certifications
    - ✦ Graduate work
    - ✦ NPA
    - ✦ LIT (Leaders in Training)

# Resources for Success



- Sue H. Strup, MSEd, MSN, RN – UK Nursing Career Services
  - Resume review and tips
  - Mock Interviews
  - Scholarship opportunities
  - Graduate School opportunities
  - Resume/Cover letter writing
  - Pamphlets and information in the UK Nursing Career Resource Centers – **2 locations**....UK Chandler Hospital H-178A and UK Good Samaritan Hospital B-152
  - UK Nursing Career Center Webpage:  
<http://ukhealthcare.uky.edu/nursing/career-center/>

# Interview Strategies and Dress for Success



By: Lauren Stroud, RN, BSN, Patient Care  
Manager 7E/6E/6S (Internal Medicine  
Progressive/Telemetry)



# Interview Strategies and Dress for Success



- Prepare for the interview whether it's for a new RN position or leadership position
- Prepare to answer Behavioral Based Interview Questions using the STAR approach – “S” Situation, “T” Tasks, “A” Actions and “R” Results You Achieved
- Practice, practice, practice!!
- Write down example scenarios that you might face during an interview such as patient safety, team work, going above and beyond, how you've managed conflict, when you've led a team, etc.

# Interview Strategies and Dress for Success

## Dress for Success:

- 1<sup>st</sup> Impressions MATTER!
- Wear a suit...dress for the part and show up looking professional
- What does Colleen, our CNO wear? Answer: A suit!!
- Cover up tattoos
- No open toed shoes
- Must be able to walk/tour units in conservative heels

## Interview Etiquette:

- Do not show up more than 5-10 mins early!
- Firm hand shake; & great eye contact
- Know the position, unit/floor you are interviewing
- Okay to have notes and bring them along with extra copies of resume
- Write down good ?'s to ask the Managers

# Interview Strategies and Dress for Success



## Ask Questions At End of Your Interview:

- Here's your opportunity to find out about the Team, Unit, Priorities, etc.
- Ask ?'s such as:  
Retention Rate,  
Resources for New Hires, Tone on Unit?

## After the Interview:

- Hand Write a Thank You Note!!
- Add anything to the Thank You Note that You Forgot during Interview

# The Benefits of Networking



**By: Melasene M. Cole MSN, RN, Patient Care  
Manager, Central Monitoring Station/6  
North/6 West  
UKHealthcare**

# Some Important Tips About Creating Your Reputation



- Your Reputation Starts with YOU!...the 1<sup>st</sup> day as a NCT, or a Nursing Synthesis Student, or a Unit Clerk...work hard, go the extra mile for our patients, and “knock it out of the park!”
- Create the reputation in each role...at UKHC and other hospitals and medical centers...everyone knows each other and everyone talks!!
- As a Manager, she will ask other Managers if they know “so and so,” even before the interview!!

# Creating Networking Opportunities



## So many options for networking at UKHC:

- Join a Committee or Council such as Shared Governance
- If there isn't one, create one!
- Volunteer for a Project
- Talk to Your Manager...don't just bring problems, bring solutions!!

## Other Networking Opportunities:

- Shadowing (see Sue Strup in the Nursing Career Center)
- Join Sigma Theta Tau
- If you are in graduate school....classmates, faculty, staff, etc.
- Don't BURN A Bridge!

# Questions and Answers



Any questions, please feel free to email the panelists:

- Graig Casada, RN, MSN, Manager of Nurse Recruitment - [graigory.casada@uky.edu](mailto:graigory.casada@uky.edu)
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