

## Questions Employers Might Ask at a Nursing Interview

- Tell me about yourself.
- What two or three accomplishments have given you the most satisfaction?
- What outside activities complement your work interests?
- What have you learned from your participation in activities?
- What are your short-range and long-term career goals?
- How do you plan to achieve your career goals?
- Why did you choose a career in nursing?
- What are the most important rewards you expect in your nursing career?
- How would you describe yourself?
- What do you consider to be your greatest strengths and weaknesses?
- What qualifications do you have that make you think you will be successful in nursing?
- What motivates you to put forth your greatest effort?
- Why should I hire you?
- In what kinds of units are you most comfortable?
- How would you describe the ideal job for you?
- How do you determine or evaluate success as a nurse?
- Describe your best/worst supervisor.
- What qualities should a successful manager possess?
- Describe the relationship that should exist between a supervisor and those reporting to him or her.
- Why did you select your college or university?
- What led you to choose your field of study?
- What specific classes did you like the best/least?
- What did you like best/least in your clinical rotations?
- Describe your most rewarding academic experience.
- Do you have plans for . . . continued study? an advanced degree?
- Do you think that your grades are a good indication of your academic ability?
- Tell me about the most difficult clinical experience you have faced.
- In what ways do you think you can make a contribution to our organization?
- If you were hiring an individual for this position, what qualities would you look for?
- What are some of the characteristics of the best nurse you know?
- What do you think it takes to be successful in an organization like ours?
- Why did you decide to seek a position with this organization?
- What do you know about our organization?
- Why do you think you might like to live in the community in which our organization is located?
- Tell me about a major problem you have encountered.
- Tell me about a mistake you made.
- How do you organize multiple responsibilities?
- How do you relieve stress?
- How would you motivate a resistant patient to comply with your instructions?
- Describe how you handle criticism of your work.
- Describe how you work under pressure.
- Tell me about a time when you had to deal with a difficult person (patient, classmate, co-worker, etc.).
- Tell me about a time when you had a conflict with a co-worker or classmate.
- Tell me about a major contribution you have made to an organization.
- Tell me about a difficult situation when it was desirable for you to keep a positive attitude.
- Tell me about a time you experienced frustration at work.
- Give me an example of a time when you had to make an important decision.
- Give me an example of a time when you had to persuade other people to take action.
- Describe a specific problem you solved for an employer.
- What do you think is a significant problem facing nursing/healthcare today?

*Sources: Career Development Guide  
Opportunities in Nursing Careers  
Planning Job Choices*

## Questions to Ask an Employer at a Nursing Interview

- How do you encourage employees to keep current with developments in this field?
- What kinds of opportunities are there for serving...on committees? in community service projects?
- How are new nurses trained and mentored during the first year on the job?
- What qualities are you looking for in the candidate who fills this position?
- What characteristics seem to be common amongst nurses who are successful here?
- What would you consider the most challenging aspect of this position?
- Can you tell me how success in this position is measured?
- How often are performance reviews given?
- What do you like best about this organization?
- What is the next course of action? When should I expect to hear from you?

*Sources: Career Development Guide  
Opportunities in Nursing Careers*

## Skills/Qualities Employers Seek in Nursing Candidates

Ability to Work Cooperatively with People of Different Backgrounds  
Active Listening Skills  
Analytical Skills  
Attention to Accuracy  
Communication Skills  
Critical Thinking Skills  
Detail-Oriented  
Emotional Composure in Stressful Situations  
Human Compassion  
Interpersonal Skills  
Leadership Skills  
Multi-Tasking Skills  
Organizational Skills  
Patience  
Self-Confidence  
Sound Judgment  
Teamwork Skills  
Understanding of Human Behavior and Development

*Sources: College Majors and Careers  
Occupational Outlook Handbook  
Careers in Nursing*

## Sample Thank You Letter

123 S. Main Street  
Oak Lawn, IL 60453  
708-555-5555  
kdoe@mailbox.com

March 10, 20xx

Melissa Smith  
Nurse Recruiter  
Johnson Memorial Hospital  
7890 W. Park Street  
Oak Forest, IL 60452

Dear Ms. Smith:

Thank you very much for interviewing me today for the Intensive Care Registered Nurse position at Johnson Memorial Hospital. You and your colleagues provided me with a very warm reception and informative discussion.

My enthusiasm for working with your organization was strengthened as a result of our meeting. As mentioned during our conversation, my experience as a Patient Care Associate on a Geriatric Intensive Care Unit has given me considerable exposure to the medical knowledge and interaction with patients' families required of this opportunity. In addition, my exemplary teamwork qualities and excellent communication skills would enable me to make a strong contribution to the position and your hospital. Furthermore, the position is congruent with the type of career experience I am seeking.

Once again, I wish to reiterate my genuine interest in the position and your organization. If you have any questions, please feel free to contact me at 708-555-5555 or at kdoe@mailbox.com. Thank you very much for your valuable time and consideration.

Sincerely,

*Kerry J. Doe*

Kerry J. Doe