



NURSING HEALTH CARE PROFESSIONAL

INTERVIEW GUIDELINES

To assist you in your interview process with the facility, please review the following areas which may be covered during your interview with the supervisor/hiring manager. Remember, the facility has a copy of your work history, skills checklists and applicable credentials, but you must sell yourself to this facility convincing them that you are the best traveler for the position.

Facility name _____ Location _____

Interviewers _____ Telephone _____

UNIT

- Number of beds _____ Types of patients _____
- Nurse/patient ratio on days _____ Evenings _____ Nights _____
- Special equipment that is used _____
- Type of charting/documentation _____
- Special procedure/medication system that is used _____
- Uniform required? Yes No Provided by: Traveler Facility
If scrubs, is there a required color? Yes No Color _____
- Number of unlicensed staff available _____
- Patient Care Model _____ Primary Nursing _____ Team Nursing _____
- Have travelers been utilized previously in your unit? Yes No How often? _____

SCHEDULE

- Available date to start work _____ Length of assignment _____
- Shift to be worked _____ Straight Shift _____ Rotating Shift _____
How will it rotate? _____
- Split shift (on 12 hour shift, will I float elsewhere for 4 hours?) _____
- Are weekend shifts required? Yes No How often? _____
- Will nurse be in a "charge position" at any time? Yes No
- Is overtime available or mandatory? Yes No _____
- Policy on working holidays _____
- Policy on requested time off or schedule changes _____
- Please explain Call Duty, if required _____

FLOATING

- Will floating be required? Yes No How often? _____
- Will travelers float first or in rotation with permanent staff? _____
- Will travelers be floated in similar unit? Yes No Which ones? _____
Throughout the hospital? _____
- Could I float to more than one unit per day? Yes No
- What is the length of the orientation for units floated to? _____

FIRST DAY INFORMATION

- Length and specifics of orientation (hospital vs. unit specific) _____
- Who will be my preceptor/resource person? _____
- What tests will be required? _____ Is there a study guide available? Yes No
- Where do I report? _____ What time should I report? _____
- Whom do I ask for? _____ Should I wear a uniform the first day? Yes No
- Is free parking available? Yes No If not, cost _____
Where is parking? _____
- Comments _____

Have you answered all of these questions? Do you want the job? Ask for it!