

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: _____

SETTING

1. Number of patients seen per day _____ Per unit _____ Types of patients _____
2. Special equipment that is used _____
3. Type of charting/ documentation _____
 - a. Computerized? Yes No If so, what system? _____
4. Special procedure/protocols that are used _____
5. Professional attire? _____
 - a. If scrubs, is there a required color? Yes No **Color?** _____
6. Number of other staff available? _____ What specialty? _____
7. Will assignments be specific to one unit or throughout the entire facility? _____
8. Are there productivity requirements and if so, what are they? _____

SCHEDULE

1. **Start Date** _____
2. **Length** of assignment _____
3. **Shift** to be worked _____
4. Going between two or more facilities? Yes No If yes, locations? _____
5. Are **weekend shifts** required? Yes No How often? _____
6. Will I be in a supervisory position at any time? Yes No
7. Is overtime available or mandatory? Yes No
8. Policy on working holidays _____
9. Policy on requested time off or schedule changes _____
10. Please explain Call Duty, if required _____

FIRST DAY INFORMATION

1. Length and specifics of orientation (hospital vs. unit specific) _____
2. Who will be my preceptor / resource person? _____
3. **Where** do I report? _____ What **time** should I report? _____
4. **Whom** do I ask for? _____
5. Is **free parking** available? Yes No **If not, cost** _____
Where is parking? _____
6. Comments: _____

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