



**AMERICAN  
MEDICAL STAFFING**

CREATE Extraordinary Experiences



## **HOW TO PREPARE FOR YOUR INTERVIEW**

If you are receiving this document, **CONGRATULATIONS!**

That means the facility you have been submitted to is interested in interviewing you for their open position.

We have great faith in your abilities and know you will represent yourself and our agency as the excellent, quality nurse that you are.

**You only get one chance to make a first impression!**

**AMERICANMEDICALSTAFFING.COM**

## **Be Truthful on your Nursing Resume**

Don't exaggerate experience on your resume or skills checklist to make it look better. If the interviewer inquires about it, you're going to be embarrassed. And that's a definite way to not get a callback or an assignment offer.

## **First Impressions Are Key**

Professionalism is vital when you're having your travel nurse interview. Be polite and conversational, enthusiastic and interested. Also, make sure your phone's outgoing voicemail message is interview-ready, with a simple and cheerful message. Lastly, ensure your voicemail is open to receive messages, and not full.

## **Don't Make Excuses**

This interview is important to you! Don't miss your interview at the designated time. Putting off the interview may have a negative impact and you may miss out on the job to a clinician who's more available.

## **Be Prepared**

One of the worst mistakes you can make is not being prepared for your interview. Make sure you know the name of the facility and do some research on it. Learn as much as you can beforehand so you can ask questions during the interview. Your AMS Recruiter will let you know which facilities you are being submitted to, which units, and when your interview will be, and provide you with any facility-specific information that they feel, will be helpful to you during your interview process. Plus, check and see if it has been in the news lately for new technology, specialty cases, etc. \*remember to not ask contract specific questions, like pay, as those questions are handled by your employer / your Recruiting Manager

If you have any questions, do not hesitate to ask... we are here to help!

# ASK QUESTIONS!

As a contract worker, you're not just the interviewee, you're also the interviewer. Be sure to ask at least three questions during your interview (floating policy, types of patients, etc.). Remember that you are trying to figure out if this hospital is the right choice for your travel nurse assignment. Good Questions to ask or verify would be: Shift times, Patient Ratios, On-Call Requirements, Weekend Requirements, Documentation system (EMR) used, Scrub Color, Orientation Process

During your travel nurse assignment, it's inevitable that you'll want to take time off to visit family, explore your new city or take a trip with friends. It's very important to ask about the hospital's vacation policy and request any foreseeable time off so you don't miss out on any fun travels. \*A smart tip: wait until the end of the interview so you don't come off as pushy or demanding.



## Follow Up...

After the interview, it's a good idea to follow up with your Recruiting Manager. Let them know how the interview went and whether you're still interested. You will be notified promptly after your RM receives confirmation from the facility about your travel nurse assignment.

# POSSIBLE INTERVIEW QUESTIONS

## HOW WOULD YOU DESCRIBE YOURSELF?

Keep your answer mostly work and career-related. This is your chance to introduce your qualifications, good work habits, attributes, and achievements that make you a valuable employee.

## WHAT WAS YOUR GREATEST ACCOMPLISHMENT AND HOW DID YOU ACHIEVE IT?

Briefly describe one to three work projects that made you proud or earned recognition, promotions, pay raises, or other commendations. Focus more on achievement than reward.

## WHAT IS YOUR BIGGEST WEAKNESS?

Everybody has weaknesses but keep your answer work-related. Try to point out a couple of weaknesses that the interviewer might see as strengths, such as sometimes being a little too meticulous about the quality of your work. For every weakness, offer a strength that compensates for it.

## DESCRIBE YOUR MOST IMPORTANT STRENGTHS.

Identify up to three strengths you feel are most in line with the position for which you're interviewing and give a brief example of how you successfully applied that strength to a work situation.

## WHAT DID YOU LIKE/DISLIKE ABOUT YOUR LAST POSITION OR CONTRACT ASSIGNMENT?

This helps interviewers decide if you're a good match for the position. Avoid admitting that you didn't like working overtime or you had a conflict with your manager. Instead, put a positive spin on your answer by saying you enjoy challenges and growth opportunities.

## **IN WHAT WAYS ARE YOU QUALIFIED FOR THIS POSITION OR AS AN AGENCY CONTRACTOR?**

Focus on a few requirements of the job and how you can meet these requirements through your skills and experience. Highlight your interpersonal skills, management experience, technical skills, or a personal success story.

## **WHAT IS YOUR IDEAL WORK ENVIRONMENT?**

Try and tailor your answer to the job. For example, if the job requires you to lock the lab doors and work alone, then indicate that you enjoy being a team player, but also enjoy working independently.

## **HOW DO YOU HANDLE CRITICISM?**

Your answer should be along the following lines: "I always think that it is important to get feedback on how I am performing so that I can improve any areas which my manager/supervisor highlights."

## **HOW DO YOU HANDLE PRESSURE AND STRESS?**

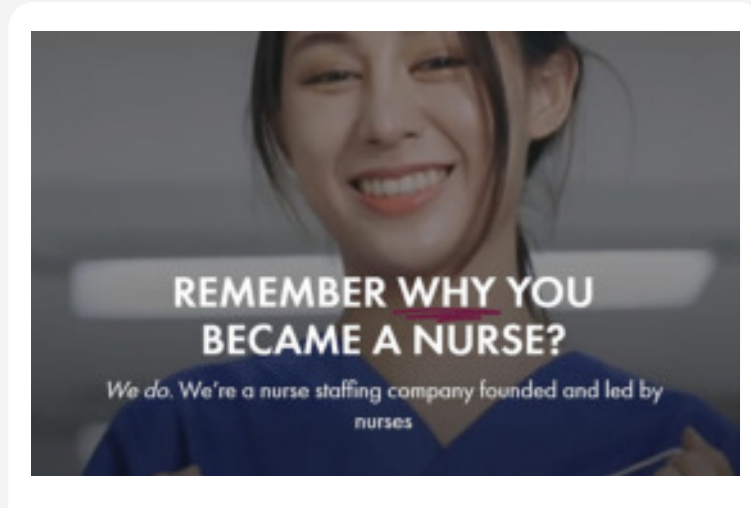
Everyone feels stress; the only difference is in the degree. A good answer may include exercising, relaxing with a good book, socializing with friends, or turning stress into productive energy.

## **EXPLAIN HOW YOU OVERCAME A MAJOR OBSTACLE.**

The interviewer is likely looking for an example of your problem-solving skills and the pride you show in solving it. Emphasize the skills you used to deal with it, such as organizational and interpersonal skills, perseverance, or diplomacy.

## **WHY SHOULD WE HIRE YOU?**

Point out your positive attributes related to this job. Take this opportunity to reveal your organizational skills, positive attitude, and confidence – traits that make you an ideal candidate for the position. Restate some of the key aspects of the job and describe how your qualification and their requirements match.



## FINAL THOUGHTS

Deep breath, remember to smile, and enjoy putting your best foot forward!

Don't forget to call your Recruiting Manager to let them know how it went!

F O L L O W   U S   A T

A M E R I C A N M E D I C A L S T A F F I N G