



Royal College
of Nursing

CV and Interview Techniques

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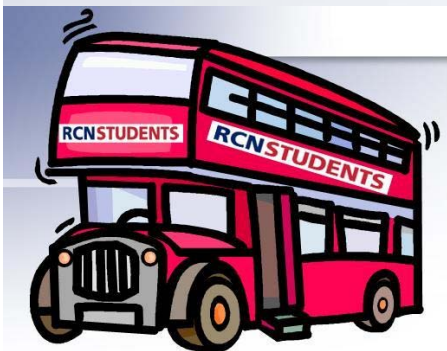
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CV and Interview Techniques

- ◆ **Preparation** is key to success, if you are ever tempted to forget this or to skimp on your preparation remind yourself of the slogan:

Fail to Prepare - Prepare to Fail



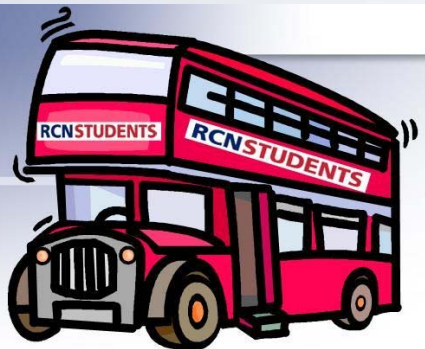
CV and Interview Techniques

- Before you fill in an application form photocopy it and practice or download and see what all the questions are.
- Do please try and comply with instructions i.e. if it asks you to complete in black ink then please do! (if there are lots of applications to shortlist, something as simple as this can make a difference)
- Add to your CV any additional courses, qualifications you have.
- Details of driving licence if any
- Add any hobbies or interests (not that nursing students have time to have any!)



CV and Interview Techniques

- Create a list of your experience from the earliest to the present even that gained prior to nursing career.
- It is important to extract transferable skills from your past experience to match these with the job specifications and knowledge and skills outline for particular posts you apply for - remember that all skills obtained are useful eg if you worked in a shop you have customer relation skills, conflict resolution skills etc...



CV and Interview Techniques

- ◆ Do not despair if you do not fit all the demands of the job
- ◆ Think about the gaps, how can you convey that you will acquire these effectively



CV and Interview Techniques

A word about referees

- ◆ It is important to select referees who know enough about your skills and experience to provide a positive and honest reference for your job application.
- ◆ It is essential to obtain your referee's permission to use their name and they may wish to have a copy of the job /person specification details in order to match their reference to the demands of the post.
- ◆ One of the references requested by a short listing panel will be from your current, or most recent employer or mentor.



Interview Preparation

- ◆ Thinking through your achievements
- ◆ Contemplating questions
- ◆ Getting your appearance right



Immediately prior to the interview

- ◆ Locate the interview and establish the journey time – do a trial run if necessary to take account of traffic
- ◆ What are you going to wear?
- ◆ Learn the names of the interview panel if you have been given them



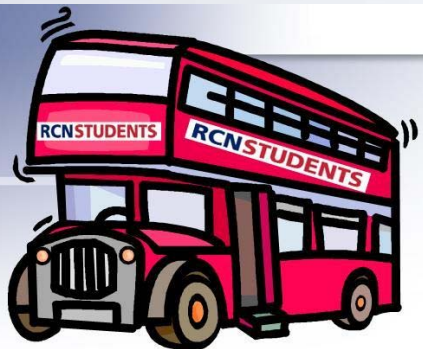
Interview techniques

- ◆ Prepare for feelings of nervousness
 - Dry mouth – think of lemons
 - Shaking – keep your feet flat on floor and your hands hidden. Rub gently (and discreetly) behind your ear
 - Need toilet – you will be fine – after all nurses go for hours without going to the loo!



During the interview

- ◆ Smile as you enter, shake hands
- ◆ Match names of panel members to their faces
- ◆ Answer Qs honestly, admit it if you cannot think of an answer
- ◆ Stay calm, take your time to answer
- ◆ If you get muddled then rescue the mistake and admit to being a bit nervous!



Time to impact

◆ 13
seconds!



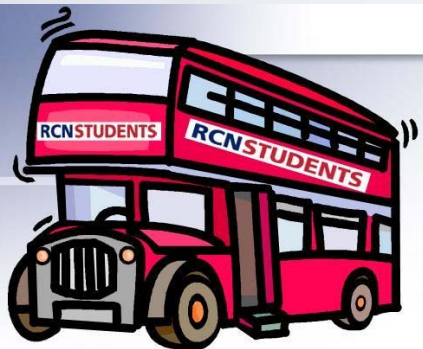
First Impressions

55%

Demeanour

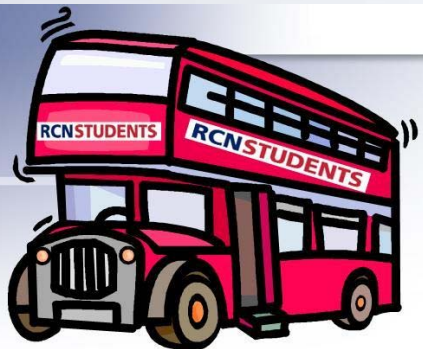
7% Words

38% Tone



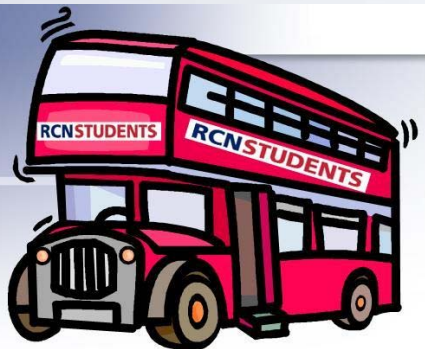
Dealing with interview questions

- ◆ If asked a complex question or several grouped together, focus on the most recent part and ask for the rest to be repeated
- ◆ Try not to disagree with the panel or attempt to teach them something or get on your 'soap box'
- ◆ Be loyal, don't criticise your last employer, tutor or placements



Dealing with interview questions

- ◆ Give your self thinking time by prefacing your answers by a suitable phrase:
- ◆ *'that is a very complex / interesting / demanding / controversial question but my response would be.....'*
- ◆ *Or 'that is a difficult / complex question and I will try to answer it as simply (or as best) as I can'*



Dealing with interview questions

- ◆ Slow down your speech but try not to drawl
- ◆ Keep your replies short and simple (KISS)
- ◆ Look as though you are enjoying yourself but not too much levity



At the close of the interview....

After the panel have asked you if you have any questions for them and you have asked a few you prepared earlier..

- ◆ They may tell you when you can expect to hear of the panel's decision
- ◆ You can see that the interview has finished so shake hands and thank the panel



Post Script.....

- ◆ If the news is good – enjoy!
- ◆ If the news is not so good - remain stoically optimistic - optimists generally cannot alter an outcome but they do have more fun along the way
- ◆ Ask for feedback whatever the outcome

**CELEBRATE IN THE DONENESS OF
IT!**

