

Nursing Workshop Preparing For Employment

Careers Central



YOUR NURSING APPLICATION

- Know your audience
- Know yourself
- Your application –
 - The online application
 - Your resume
 - Selection criteria
 - Cover letter
 - Supporting documentation



YOUR NURSING APPLICATION

- Your application –
 - ID & Residence documentation:
 - Australian birth certificate
 - Passport
 - Drivers licence
 - Visa information if not an Australia citizen
 - Immunisation status
 - Referee contact details and written references
 - Online Application



KNOW YOUR AUDIENCE

- Hospital / research centre / type of organisation?
- Services, specializations, their reputation
- Their clients e.g. their demographics
- Size, structure, culture
- What skills are required to work effectively in their setting and in the role advertised?
- Do they have 'selection criteria' or a 'duty statement'?



KNOW YOURSELF

- Your personal qualities and skills
- Your strengths
- Your passion and interests
- Your values and what is important to you
- Your experience and responsibilities
- Your achievements



YOUR ONLINE APPLICATION

- <http://www.health.nsw.gov.au/nursing/employment/recruit.asp>
- Read the instructions (more than once)
- Print the application form & read thoroughly (3 pages then online CV)
- Complete from beginning to end
- Do you foresee changes in your contact details – email, phone



From the application website;

“Briefly describe the personal attributes and skills you possess which demonstrate your suitability for a first year Registered Nurse or Midwife position in no more than 500 words. Try to address the selection criteria. If you are planning to undertake an Honours Year, please also indicate this in this section.”



YOUR ONLINE APPLICATION cont...

- Pay attention to detail e.g. dates, use correct drop down boxes
- Get someone else to proof read your application
- Q 16: Employment preferences – up to 8 hospitals / facilities - read their websites - make informed decisions
- Print & check your answers (more than once)
- Submit & print acknowledgement page & your unique ID number



THE ONLINE RESUME/ CV (NSW Health)

- Complete boxes & spell check e.g. name of qualifications
- What other professional qualifications do you have?
- What employment / work experience do you include? There are 5 boxes to complete
- Q 19: Additional skills & interests – describe your personal qualities & special skills which demonstrate your suitability to be employed as a 1st year nurse or mid-wife **<500** words
- Choice of referees – you need two
- Submit, receive & print acknowledgement
- Keep your unique ID number



YOUR CV / RESUME PRESENTATION FOR OTHER APPLICATIONS

- 2 – 3 pages
- Arial, Verdana, Calibri – 11 / 12 font
- Professional, conservative, pleasing to the eye
- Clear, easy to read headings
- Balanced use of ‘white space’



YOUR CV / RESUME PRESENTATION FOR OTHER APPLICATIONS cont...

- Everything aligned
- No spelling mistakes / grammatical errors
- Positive language
- Refer to “The Edge - <http://www.uow.edu.au/careers/help/TheEdge/applications/index.html>



RESUME CONTENT

- Essential headings
 - Personal details
 - Education & qualifications
 - Skills : general & technical (nursing related)
 - Work experience AND Clinical placements
 - Referees
- Place information in reverse chronological order – the most recent is the most relevant



RESUME CONTENT cont.

- Optional Headings
 - Career Objective
 - Professional Development / Other Training
 - Professional Memberships
 - Community Activities / Volunteering Experience
 - Extra-curricular Activities / Interests



NSW Health Graduate Registered Nurse & Registered Midwifery Transition Recruitment

Selection criteria:

- Demonstrated high level interpersonal, verbal & written communication skills
- Demonstrated clinical knowledge & clinical problem solving abilities
- Understanding of and ability to work within an interdisciplinary team



Selection Criteria cont.....

- Understanding of the professional, ethical and legal requirements of the Registered Nurse or Midwife
- Understanding of EEO, WHS, infection control and continuous quality improvement principles
- Demonstrated understanding of the CORE values (Collaboration, Openness, Respect and Empowerment) of NSW Health.
- Evidence of compliance with the NSW Health Immunisation requirements



RESPONDING TO SELECTION CRITERIA

- NSW Health – address criteria in 500 words & verbally at interview
- Other applications prepare a separate document in addition to your resume & cover letter – except if advised otherwise e.g. Ramsey (2011) – address in cover letter. Read instructions for each application!
- Address each selection criteria & have an equal amount of wording e.g. ACT Health 200 words per criteria (2011)
- Each criteria becomes its own heading



RESPONDING TO SELECTION CRITERIA cont..

- Use a framework of **CAR(L)** or **STAR** to present your response
 - *Context / action / response / (learning)*
 - *Situation / task / approach / result*
- Provide solid evidence of how you have had experience in / can demonstrate each of their selection criteria as....

..“past behavior is the best indicator of future behavior”



YOUR COVER LETTER

Structure

- 1 page – 4/5 paragraphs
- Your details & address
- Date
- The person you are writing to /their position /their address
- Salutation
- Why you're writing & for which job
- Why you are the right person for the job
 - Experience & education
 - Skills that are relevant for the job (look at selection criteria)
 - Sell yourself
- Invitation for them to contact you



Questions?

Careers Central

Resume Review Service

Email: careers@uow.edu.au

Phone: 4221 3325

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Interviews



Presentation

- 1st impressions count! As soon as you walk in you are being judged before you've even uttered a word.
- Wear appropriate and understated interview clothes.
- Be well groomed and pay attention to personal hygiene. Clean fingernails, use mouth freshener before going into the interview. Women should wear light, natural make-up.



Presentation cont....

- Careful with accessories and jewellery as too much can distract from you as a person.
- Get a friend to check your handshake to ensure that it is neither the 'wet fish' nor the 'knuckle-crusher'. A good handshake should be vertically palm to palm, with a firm grip, while maintaining eye contact.
- Keep your body language open and relaxed with good eye contact



Interview Techniques

- What is under your control?
- What is out of your control?
- Panel interviews
- Techniques to help in awkward situations
- Using CARL / STAR to keep you on track



Answering Behavioural questions: STAR / CARLmodels

Situation

Context (include tasks)

Task

Action /Approach

Result / Response / Learning



STAR & CARL model cont...

Set the scene

What you were required to do

What you did

Outcome / conclusion /learning



Sample Interview questions

‘Tell me about yourself?’

In pairs - Choose 2 questions

- Prepare some dot point responses
- Try to use the CARL / STAR framework
- Practice with your colleague

Some volunteers?

- What do we like about the answer?
- How could the answer be improved?



Other Types of Questions

- **Most questions will be Behavioural**
- **Open questions:** designed to get you to talk
- **Closed questions:** designed to establish facts
– yes / no answers
- **Hypothetical & scenarios:** find out what you would do in a specific situation. Designed to see how you think on your feet, problem solve, think methodically...



The Interview

- What do you take with you?
- The interview starts from the moment you arrive (first impressions)
- Walk confidently into the room
- Smile - shake their hand(s) confidently before and after the interview



The Interview cont...

- Smile - maintain eye contact with everyone
- Stay focussed, sit upright
- Think about your body language
- Speak calmly, confidently and clearly. Smile.
- Prepare several questions for them.
- Thank them for their time



Telephone Interviews

- Prepare and dress for a phone interview just as you would for a regular interview. Be prepared for a phone conversation about your background and skills.
- Keep your resume in view.
- Have a pen and paper handy for note taking.
- Turn call-waiting off so your call isn't interrupted.
- Clear the room - evict the kids and the pets. Turn off the stereo and the TV. Close the door to negate any background noise.
- Unless you're sure your mobile phone service is going to be perfect, consider using a landline to avoid a dropped call or static on the line.



Questions?

Further support:

Mardella Bassett

**Faculty Careers Consultant for Science,
Medicine and Health**

To make an appointment phone

Phone: 4221 3325

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