

Using Web Conferencing and Videos to Improve Employment Interview Skills

Assignment: MSN Nurse Employment Preparation

This week begins a multi-part learning activity to enhance your skills, develop a toolkit for job searching, and to prepare you for the process. The activities include:

- **Week 2:** live webinar with the director or career development
- **Week 3:** gain practice in creating cover letters, your CV, and a letter of recommendation
- **Week 6:** live faculty interview, record, then reflect on the video of your performance (sign ups start in week 2)

To prepare for this unit, the following resources are available:

Videos:

Part 1: Weeks 2, 3

Videos:

- [How to Write a Great Resume and Cover Letter:](#)
- [Five Secrets to Write a Powerful Nurse Resume](#)
- [Writing a Letter of Recommendation](#)

Websites:

- [Guide to Writing Cover Letters](#)
- [Writing a Nurse Curriculum Vitae](#)
- [Chief Nursing Officer Cover Letter](#)

Part 2: Week 6

Videos:

- Preparing for the Academic Job Interview Process
<https://www.youtube.com/watch?v=ZdXuJaxokdo&t=3s>
- Nurse Educator Interview Questions
<https://www.youtube.com/watch?v=ThhYY01PqIk&t=2s>
- Nurse Administrator Interview Questions
<https://www.youtube.com/watch?v=JvDvhjgQZFY>
- How to Ace an Interview: 5 Tips from a Harvard Career Advisor
https://www.youtube.com/watch?v=DHDri0_bMQ0

Websites:

- [Guide to Answering Academic Job Interview Questions](#)
- [Joining the Nursing Faculty](#)
- [How to Prepare for an Interview for an Adjunct Faculty Position](#)
- [Top 10 Nursing Clinical Instructor Interview Q & A](#)

Following review of source materials, please register in **Optimal Resume** (live link provided in class)

The next step is to attend the live meeting with XXXXX, on employment search preparation. If you cannot attend the live meeting, a link will be provided for you to review the presentation.

Next, hop over to the Week 6 materials to see which position you would like to pursue. Look at the tab: **Choice of Positions for Employment Interview**. Within this tabbed display are three different job descriptions. Choose the position that interests you, and that will be the one you will focus on for this week, and for your faculty interview in week 6.

Part 1: Cover Letter

Choose an actual employment opportunity for a nursing educator, and create a cover letter. Post the link for the job at the bottom of the cover letter. The letter (limited to one-page) should explain, within 3 paragraphs, why you are seeking the position, highlight several skills that prepare you for the position, and provide how you can be contacted for further information.

Part 2: CV

You should all have a resume, but now you will need a Curriculum Vitae (CV). After attending the workshop for CV building, create your own. You have registered in Optimal Resume, a service in Delhi that assists in resume creation. Design your CV according to the categories you learned in the workshop.

Part 3: Letter of Recommendation

Choose from one of the following, and create a letter of reference (limited to one-page, 350-500 words, that includes pertinent facts about the applicant, and why you feel this person would fit the position/program they are applying for:

1. You are teaching in a BSN program and one of your students asks you to provide a Letter of Reference as part of their application to graduate school. Introduce your student and provide a convincing explanation of why this student should be accepted into the program.
2. A colleague asks you to provide a Letter of Reference for a faculty position in a generic BSN program. Your colleague has 2 years of experience in an ADN program, and one year of online teaching experience in a BSN program.
3. One of your peers is interested in leaving her position in staff development in the hospital for a role as an academic nurse educator. Create a convincing LOR that explains why this applicant is suited for the position.
4. You are asked to recommend your former nursing manager for a position as Director of Patient Care Services. Create a LOR that expounds upon her leadership abilities, potential, and why she would be an appropriate candidate for this position.

Nurse Educator/Administrator Employment Preparation: Live Webinar

This week we will be building skills to prepare you for job-seeking in nursing education or wherever you wish to be after graduation. The first step is to register at [Optimal Resume](#). The steps to do this are posted in this week's course materials.

We will have a LIVE Zoom webinar with XXXXXXXX, Coordinator of Career Services, who will cover the following and respond to your questions:

- Key points of a cover letter and how to make yourself a desirable applicant
- How to set up an account with Optimal, the resume building service at Delhi
- Areas to cover in a graduate-level CV
- Working on your own CV during the workshop
- Individual questions will be answered and pointers given

The session will be recorded so you can view it at your convenience, but it is to your advantage to attend the live session for the Q&A.

When: TBA **Where:** Zoom link

Please email your intent to be at the webinar or if you will need the recording of the session.

This information is part of the preparation of materials for Assignment 2. Please see the description for further details of what is included in the assignment.

Nurse Educator/Administrator Employment Preparation: Live Interview

This is the second part of our unit to help develop skills to prepare for employment as an academic educator or nursing administrator. Throughout your career, as you progress from one level and role to the next, you will be interviewing for positions. The higher the level of the position, the more preparation is indicated and expected. This week will provide you with an opportunity to both practice and to reflect on the skills you need for future employment searches.

You have signed up for an interview slot in week 3. The Zoom link for your interview is: (link provided by faculty)

Refer to the tabbed display of **Choices of Positions** for Faculty/ Administrator Interview in this week's materials. Choose the one you used for your Assignment 2 cover letter, and that will be the position for which you will interview in this week's live meeting. The scope of the position is contained within these job descriptions. These are actual descriptions used for advanced nursing positions.

There are two parts to this assignment:

1. **Live Interview:** this week you will meet with School of Nursing faculty to simulate an actual employment interview. The interview will last for 25-30 minutes, and we will ask a list of prepared questions that are similar to what you can expect at an actual faculty or nurse administrator interview. This will be an interview for the same position that you submitted content for in Assignment 2, in week 3. We will use your cover letter and your CV as the basis for your materials to prepare for the interview. Come prepared as if for an actual interview!
2. **Reflection:** following the interview, you are asked to compose a 1-2-page reflection that examines your perceived strengths and areas for improvement, with your own reflection and suggestions on how to address areas for improvement.