



Phone Interview Tips

You should start preparing for a telephone interview. In today's market, there are many candidates applying for the same position, so it is critical that you outshine your competition and ace your interview. The following suggestions will help you do just that!

Call me IMMEDIATELY following any interview or if you missed a call from a facility wanting to interview. If you do miss the call, call back ASAP, even if it is to say you got the message and to set a better time or try to send me a quick email so I can follow up if you are unavailable by phone.

1. Research the Position before the Interview

Make sure you have written down any specific information about the position I have provided. Research the facility and geographic area on the Internet. The more educated you are on the position, the more prepared you will be during the interview.

2. Be Prepared for the Phone Call

Managers may conduct interviews on their own timeframe. Be prepared for a call from the Unit Manager at any time of the day. If you are caught at a bad time, ask for a moment to get situated. This will ensure that the interview starts off on the right foot!

3. Have a Positive Attitude

Treat the phone interview just as you would a face-to-face interview. You start to make an impression immediately. So be sure to convey an upbeat image through the tone in your voice. It is also important not to speak negatively about past positions or managers (as hard as it may sometimes be). This never goes over well with your potential new manager.

4. Ask Questions

Asking questions during the phone interview demonstrates to the Manager that you have a definite interest in the position and determines whether the job is right for you.

- Types of patients on the unit?; What is the nurse to patient ratio?
- What system do you use to dispense your medications? Do you use computerized charting?
- Shift and weekend commitment? **If you need ANY extended time off or extended weekend requests to be written in your contract. ask now!**
- Holiday requirement (if applicable)?
- Floating? Where? Frequency?
- Orientation info & uniform?
- Important: Get the name and number of the interviewer so you can call back with any questions and have for your records!

5. Be Confident-Discuss your skills and achievements. Now is the time to sell yourself! Share your strengths with the Nurse Manager to show them why you should be offered the position over another candidate.

6. Closing-As the interview comes to a close, state your interest in the position. Ask about the next step in the process. When will you know if you have been offered the position?

You can ADD to this Document any other questions that are important to you!

Good luck!