

## Travel RN Interview Questions:

Please review and have these handy for your phone interview. Keep a copy on your phone or print a couple copies and take notes. **Who are you speaking with?** Interviewers Name (first and last and ask for spelling) and their title. Get their cell or direct office # before you finish call. TIP: Do not get off the call without getting their name and a way to get back in touch with them!

**UNIT:**

1. Name of Unit (ie: MedSurg Ortho, 3 west, Neuro ICU, Tower 4)
  2. Number of beds. Types of patients
  3. Nurse/patient ratio on Days/Evenings/Nights.
- Other staff/support/resources available.
4. Type of charting system.
  5. Scrubs; what color? RN provides own scrubs or Facility provided?
  6. Do you currently have travelers on your unit? Do you typically offer extensions?

**SCHEDULE:**

1. Discuss your start date and ask if it is a facility orientation date. (Some facilities only orient every other week or specific dates. So, best to ask.)
- Length of Assignment (Typically 13 weeks)
2. Shift. Specific hours, how long of a break. If offered a rotating shift, how will it rotate?
3. How many hours per week?
4. If you are available to OT, ask if OT is available to travelers. In the interview, let the manager know.
5. What is the weekend requirement? Every other or?
6. Policy on working holidays, time off, and scheduling.
7. On call? Some specialties have call.

## FLOATING:

1. Will floating be required? Typically, how often?
2. Will travelers float first or in rotation with permanent staff?
3. What is the type of orientation for units floated to?

**FACILITY ORIENTATION INFORMATION:** The manager may or may not have info on traveler orientation.

1. How long is hospital and unit orientation? 2. What testing will be required? 3. Is there a study guide available? 4. Parking?
- 2.

## TIPS on how to work with your Recruiter,

## **ACE your phone interview and land the job you want!**

**Have your list of questions ready.** Make a list of important questions and take notes as you interview. Number of beds in unit, typical diagnosis, type of computer charting, floating and weekend requirements are all important questions to have answered. What other questions are important for you to ask?

**Market yourself.** Do you use your vacation time to volunteer? Are you fluent in a second language? An EPIC Superuser? Do you work a PRN job where you float to different facilities? Are you a charge nurse or preceptor? All these things add value, add them to your profile! Take ownership of where you are submitting your file.

**Keep track of which agency and recruiter sent your file and which facilities you have agreed to submit to.** Do not send your file to the same facility with two different agencies, it can create issues that may cause you to miss out on a great opportunity.

**Do your own research.** Google the facility, familiarize yourself with the type of facility (Teaching, Magnet, Level of Trauma, awards, etc.) number of beds and location. The manager will be impressed that you are knowledgeable about the location and highlights of the facility.

**Have a strong sense of urgency.** When you submit your file, keep your phone handy, pick up if you see a call, even if it is a number you do not know. It may be the nurse manager calling from their cell. If you cannot interview now, express your interest and get the manager's name and number and set up a time to follow up ASAP.

**Use your best phone voice and keep it professional.** The interviewer may be in a busy unit setting, may be on their cell, may be driving. Be mindful of this and speak up. Don't mumble or rush the conversation. Rather, clearly enunciate and speak more deliberately than you would if you were interviewing face to face and keep both the language and conversation professional.

**Be yourself.** Let your personality come through on the interview but take your lead from the interviewer's style. There is a relationship building technique called "mirroring and matching." If they are upbeat and high energy, be more casual

and conversational with the interviewer. If they speak more slowly and are more serious, slow down your speech, be concise and be a bit more formal. Matching your voice cadence and style while still being yourself helps to connect more quickly.

**Know your deal breakers and address them during the interview.** For example, if you must have a weekend off for your best friend's wedding or a specific holiday to celebrate with family, put this on your interviewing notes. Manager's often get frustrated if candidate comes back after an offer is made with scheduling and time off demands. So, do think about it before you interview and discuss your needs directly with the hiring manager. Then let your recruiter know and get it written into your contract.

**Be prepared to ask for the offer.** When you are on the call with the interviewer and know you want the job, let them know! Say something like, "I wanted to thank you taking time to speak with me, and let you know that your facility is my top choice. I think it is a good fit for me. May I ask, when will you be making a decision on this position?" If you still have questions on the job and they offer you while on the phone, let them know you are interested but still have a couple of questions for your agency recruiter. It is industry standard to decide on an offer within 24 hours, so they can move forward with interviews if you are not interested.

**Keep your recruiter in the loop.** Collaborate and communicate. Each step of the way communicate with your recruiter. Be specific. For example, if you receive a call to interview, let your recruiter know. "I got a call from RN manager Emily Banks, missed her call as I am at work until 3 pm, but I left her a message at lunch and let her know I can interview at 3:30 pm tonight. I will call her again then." There are multiple people attempting to connect interviewer and interviewee, so any details are of tremendous help.

**Be as good as your word.** A verbal "yes" to an offer is the point of commitment. Review your written contract for all important details and sign within 24 hours. The industry works on verbal agreements, so when you say yes, the job posting is closed, the facility puts you on the orientation schedule and declines to interview other candidates.