

## Job Interview Tips for TPAPN Participants - the ABC's

### Appearance:

- Dress appropriately: business-attire
- Pay attention to your hair, shoes, and fingernails
- Smile - with sincerity

### Attitude:

Be:  Professional  Friendly  Confident  Factual  Focused  Honest

Be:  *POSITIVE*. Recruiters want to see enthusiasm for the position. Visualize yourself being successful in your interview.

Be:  Willing to work anywhere that's appropriate under TPAPN. Get your foot in the door. It may not be your dream job, but it is a place to start.

### Be Prepared:

- Be on time.
- Turn off cell phones or pagers.
- Bring copies of licensure certificates and references.
- Prepare for behavioral-based questions. Example: "Tell me about a time when you worked with a difficult physician and how you handled it". Be specific in response.
- If you lack a skill or experience in an area, let the recruiter know. They may be willing to train or they may have another job opening that is a better fit.
- Take time to learn about the position, their organization, mission, etc., and write down questions to ask the interviewer.

### Body Language:

- Look your interviewer in the eye; sit up straight; refrain from crossing your arms. Remember & use their names. Smile.

### Consider:

When is the right time to disclose your participation in TPAPN?

- During the application **paperwork** process, if asked: "Do you have restrictions on your license or have you been convicted of a felony?" Respond "I will discuss this upon interview."
- During the **interview** process, disclose your participation in TPAPN using these tips (as applicable to your participation) that are benefits to the employer.
  - I am being drug tested at no cost to your facility. I check-in daily to see if I am being selected.
  - I am available to work for your facility for a minimum of one year or longer if you agree.
  - I have a TPAPN Case Manager who will be in direct communication with you.
  - I have a TPAPN volunteer nurse advocate for support who may also be available to provide education to your facility and to communicate directly with you.

### Closing:

Be proactive in selling yourself/your restrictions: "While another nurse is giving my meds, I'll assume other duties for this nurse. We'll make a plan in the Work Agreement meeting with my advocate." Refer to the article in the *TX BON Bulletin*, April 2010, "Creative Staffing Solutions": "Teamwork and collaboration are strategies in a systems approach to improving the safety and quality of nursing services. The best practice suggestion focused on the buddy system, which enabled nurses to help each other during critical times of the day."

Send a thank you note via email within 48 hours of the interview to every person with whom you interviewed expressing appreciation for the opportunity – show them that you are serious and that you have both style and substance.