

Resources

Taking the next step in your nursing career



Know You!

Nursing and Professional Competency Examples

- [Nursing Scope of Practice > nssp3e-sample-chapter.pdf \(nursingworld.org\)](#)
- [Professional Competency > The Six Professional Competencies | Office of the Vice Provost for Graduate Education \(stanford.edu\)](#)
- [Competency Framework > List of key competencies | Careersmart](#)

Strengths and Personality Insights

- [Psychological tests for every career question and personal development > Free tests that take you further! | 123test.com](#)
- [Free self-assessment that provides a wealth of information to help you understand your best qualities > VIA Character Strengths Survey & Character Reports | VIA Institute](#)
- [Gallup strengths assessment and guidebook. Find your natural talents and grow them into strengths > Compare CliftonStrengths Assessment Options | EN - Gallup](#)
- [Realize your unique potential and create a life that feels energized and authentic > 9 Strength Finding Tests and Assessments You Can Do Today \(positivepsychology.com\)](#)
- [Uncover opportunities and understand your weaknesses. Personal SWOT analysis sheet > Personal_SWOT_Analysis_Worksheet.pdf](#)



Know YOUR Needs

Gaining Insights into Change Drivers and Needs

Use “T” accounts. The term describes the appearance of bookkeeping entries. First, a large letter T is drawn on a page. The title of the account is written above the top horizontal line, while underneath opposites are compared, separated by the vertical line of the letter T.

Type of Employer

Like

Dis-like

The concept of “T” accounts can be used to explore just about any topic where you want to dig in and gain deeper insights about your internal drivers. The two-sides of the “T” can be used to document contrasting observations such as “Need” / “Don’t Need” or “Reasons for Staying” / “Reasons for Leaving”.

Research Salary

Salary transparency legislation has been passed in several states and requires employers to post salary ranges. Typically those ranges are so broad, as to be irrelevant. But there are several steps you can take to discern an appropriate salary range and advocate for yourself.

When it comes to salary, you need to know (1) your value, and (2) the market value of the role.



Know your value

- ✓ What do you need to pay bills?
- ✓ What do you bring to the table (Know YOU)
- ✓ Use your networking time to explore salary ranges for your positions of interest



Know the market value of the role

Salaries can change based on geography. It’s common sense that working in NYC can be more expensive than working in Stanton Station, New Jersey. As a result, salaries will float accordingly. If you are moving or relocating for a position, **do your research for the geography** you are considering.

If you are moving from a clinical environment where you are paid on an hourly basis to a role that is considered professionally exempt, your salary will be offered as annual salary. Many positions may also offer additional perks such as sign-on bonuses or an annual bonus. If these are options, understand how they work. For example, if I leave before a year – do I have to

repay part of my sign-on bonus? Or, what requirements need to be satisfied in order to receive a bonus? How are bonus amounts calculated?

Are you Looking for any Perks?

There is nothing wrong with being interested in additional “perks” that may sweeten an employment opportunity – but don’t ask for the sake of asking! While these are “nice to have” things, they are not deal breakers. You should still feel compelled to explore if these are of interest to you! The types of perks offered or negotiated can be infinite. As you are networking, collect data on what other organizations may offer or what other candidates have negotiated as “perks”. Child care discounts, magazine subscriptions, licensure renewal costs, CEUs are all examples of perks that could be asked about and, potentially, part of the negotiation.



Do YOUR Homework

LinkedIn is the most popular professional networking site, but there are many others. Visit the following URL to get an overview of alternatives > [13 Awesome Professional Networking Alternatives to LinkedIn](#)

Follow companies or healthcare industry areas that are of interest to you. For example, if you are interested in Case Management, follow the Case Management Society of America as well as any medical carrier (ex: BCBS, United, CIGNA, Aetna, etc). If you like clinical policy, follow the Centers for Medicare and Medicaid Services (CMS), and companies such as the Kaiser Family Foundation, Alliance for Health Policy, or state-level Departments of Health Services.

Find position descriptions for the roles you find interesting. Review the experience requirements and look at the language they use to describe the role. This is the language you should use when crafting your resume or STAR story.

As you research companies and positions of interest, locate people who work in those roles and reach out to them to network. Be vulnerable, ask for help! If someone doesn’t respond to your request, or turns you down – don’t take it personally. Find the folks that want to help – there are many people who want to pay-it-forward!



Resumes, Cover Letters, and Online Applications

Choose a resume format that is **easy to read**, catchy to the eye without being overly distracting with colors and formatting, and be sure it has plenty of white space, (no one wants to read War and Peace)!

Review other resume templates. Always remember as you write about what you did to quantify the results you produced or value you generated for the organization. Employers want to know you understand the impact you have on the organization’s success.

Be sure there are no spelling or grammatical mistakes – don’t give a company a reason to ignore your resume!

Email addresses and your phone answering message should reflect you, but also professionalism. When the HR representative is outreaching to you are they emailing hotmamma62@yahoo.com or shonnaw62@yahoo.com.

The same is true of your voicemail. Don't have the colloquial, "Hey, thanks for calling. You know what to do at the beep" message. Instead, have a professional, "You've reached the phone of Shonna Williams. I'm sorry I missed your call." type of message.

When you are in a job search, you always want to have your **best self** – forward facing!



Behavioral Event Interviewing

Preparing for the Interview

The Yale University, Office of Career Strategy, offers free resources that provide techniques to help you understand and prepare for Behavioral Event Interviewing.

[Module 5: Preparing for the Behavioral Interview – Office of Career Strategy – Yale University](#)

[Sample Behavioral Interview Questions – Office of Career Strategy – Yale University](#)

Must View: [Preparing for the Behavioral Interview – Office of Career Strategy – Yale University](#)

Creating your Professional Mantra

Responding to the typical "tell me about yourself" interview question is one way to make yourself **stand-out** from the other candidates!

Think of your mantra as a commonly repeated series of words or short phrases. The intent of your professional mantra is to encapsulate who you are and how you bring your value forward. You want to be able to quickly instill a vision of yourself to the person you are meeting.

Whatever your professional mantra, it should be **genuine** and true – not a showy artifact or aspiration of how you want to be perceived.

Humble | Hungry | Kind

Is this a strong professional mantra? It may be, but talking about yourself as "humble" may fall a little flat! Remember, creating your mantra is only half of the equation. You must be able to position and explain your mantra. It is in the explanation that you differentiate yourself!

In the above example, if you explained that "Humble" meant you team well with others, don't have a big ego and will take on whatever is necessary to ensure the work is done well – this could be a great example of a professional mantra!

Practicing Your Story – Be a S. T. A. R.

While you cannot craft a STAR story for every possible interview question, you can practice how you respond to a question. Use examples from your resume to craft STAR stories.

Keep in mind, many of us are not good about talking about ourselves! Practicing how to share your accomplishments, unique experiences, and depth of knowledge goes a long way in being prepared when it comes to the interview.

Ask Questions!

At the conclusion of an interview, ASK QUESTIONS!! Show you've done your homework about the organization and the position.

If you really want to impress an interviewer, at the conclusion of the interview ask them, "What concerns, if any do you have about my candidacy? I'd like the opportunity to respond directly to them if I could."

Interview Tips / Tricks

Behavioral interview questions are often multi-parted. Let the interviewers know that you'd like to use a pen and paper to document what is being asked to ensure you fully answer the question. Ask the person to repeat the question if necessary.

Take a deep breath to collect your thoughts before jumping right into a response. If you have more than one example to share, tell the interviewer(s) you have two or several examples to share and see if you can speak to more than

As clinicians we are used to having in depth conversations about intimate details of someone's life or body. However, when you move away from direct care settings – those conversations are not as common. It is okay to share personal information, just don't overshare! Weaving a personal/private element into a professional interview response can be powerful when done well. Or, it can result in significant discomfort (for the interviewer) if too much detail is disclosed – be balanced and demonstrate you have professional decision making skills!

Always remember

Not every Company DESERVES to have **YOU!**

You are uniquely beautiful in who you are – there is **NO ONE ELSE LIKE YOU!**