



Certificate of Attendance Professional Development



Presented to:

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Preparation for NCLEX

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Making Your Best First Impression

How will you stand out in the crowd of job seekers? By being yourself. Knowing and effectively communicating who you are and what value you bring to your employer will set you apart from other candidates.

“Make the most of yourself....for that is all there is of you.” — Ralph Waldo Emerson

**“Be yourself- not your idea of what you think somebody else's idea of yourself should be.”
— Henry David Thoreau**

“Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure. It is our light, not our darkness that most frightens us. We ask ourselves, 'Who am I to be brilliant, gorgeous, talented, and fabulous?' Actually, who are you not to be? Your playing small does not serve the world. There is nothing enlightened about shrinking so that other people won't feel insecure around you. We are all meant to shine, as children do. It's not just in some of us; it's in everyone. And as we let our own light shine, we unconsciously give other people permission to do the same. As we are liberated from our own fear, our presence automatically liberates others.”

Marianne Williamson, *Return to Love*

**It's not who you are that holds you back, it's who you think you're not.
Hanoch McCarty**

**This little light of mine I'm gonna let it shine
This little light of mine I'm gonna let it shine
This little light of mine I'm gonna let it shine
Let it shine/ let it shine/ let it shine**

Harry Dixon Loes

You

Making your best first impression starts with a great handshake.

Make sure you have a winning handshake: a good grip, direct eye contact and a smile. It's good to repeat the name of the person you are meeting while shaking hands. Ex: "It's very nice to meet you Mr. Jones" – while maintaining good eye contact and a warm smile.

How others see you

- **Body language:** Posture, gestures, facial expression
Stand up straight, (no slumping) hands at your sides, (not in pockets), smiling
- **Eye contact:** solid, engaging with an open and smiling face
- **Attitude:** reflected in your body language
- **Personal presentation/self respect:** dress, hygiene, nails, hair, etc.
- **Speech & tone of voice:** speak slowly and clearly with moderate tone of voice
Set a deliberate pace and no fillers

The Interviewer says, "Tell me something about yourself."

You say, " (you fill in the blank)

a professional who wants to make a difference in the lives of others. " I am a wife, mother and

List your three most important qualities.

1. compassionate
2. loving
3. positive

Write a sentence that best describes you using your three qualities.

I am a very loving, compassionate person who tries to find the positive in every situation.

Now add WHY you are a nurse. A 45 second story of what motivated you to become a nurse.

I like helping people and making them feel cared for. I've had some great nurses and some bad ones. I want to aspire to be one of the good ones and not to be like the bad ones.

Your Message

Everything you do and say should reflect your message, or what you want them to know about you.

Sample questions:

Tell me a little about yourself.

Why did you become a nurse?

What do you find most rewarding about being a nurse?

What would you do if your replacement didn't arrive?

Would you describe yourself as organized?

Are you a self motivator?

Do you prefer to work alone, or as part of a team?

Why would you like to work here?

What are your hobbies?

In what kind of environment do you thrive?

Tell me about the last time you made a mistake and what you did to correct it.

* within one day of interview, send thank you card to each interviewer.

* get card for each person **Your Audience**

Enough about you, what about them?

What do you know about your audience/the interviewer?

What do you think they want?

someone that aligns with their mission statement.

What are the qualities you believe they might be looking for in an employee?

Using your qualities write the value you would bring to this job/organization?

For example:

Team player. I am a team player. I work well with others and enjoy being a part of something bigger than myself. I participate, communicate and support my team so everyone is heard and valued.

1.

2.

3.

4.

Summary Statement

At the end of your interview, when you are getting ready to leave, you shake hands with your interviewer, thank him/her for their time and say a brief summary statement. This moment is a huge opportunity to make them remember you.

Example:

Thank you for your time and interest Mrs. Jones, I've enjoyed our interview. To summarize, let me tell you what I would bring to this job. I am passionate about being the best nurse and employee I can be. I am always on time and can be counted on to work well with and get along with others.

Format the statement to directly apply to your abilities and what the employer has revealed about the position.

I am passionate about helping others. I am a great team player and always on time. I have strong interpersonal skills and get along well with other co-workers, incorporating a positive attitude in my day.

Do's Don'ts and Things to Think About

Do's

- Use your best handshake, say how happy you are to meet him/her and use their name.
- Dress in clean, unwrinkled, conservative clothing with clean shoes.
- Clean hands with clean nails and clean shoes.
- Use your best manners at all times and be friendly to everyone.
- Smile and be open – let your body language reflect your desire to engage.
- Shake hands with interviewer making sure to use eye contact and best smile and when leaving the interview shake hands again, give your 60 second summary and say thank you.
- You've come a long way, achieved your goal to be a nurse – be **confident**.
- Use your best posture: sit up straight, lean slightly forward to show you are interested in what is being said.
- Put anything you have carried in, on the floor, so you have nothing in your hands or on your lap.
- Be calm, animated, use gestures natural to you.
- Be enthusiastic, optimistic and positive.
- Ask for your interviewer's business card. (So you know who/where to send your thank you card)
- Shake hands before you leave, say thank you and give your 60 second "Summary Statement".

Don'ts

- Wear scrubs.
- Wear high heels or revealing clothing.
- Use your phone to talk, text, or play with, from the time you leave your car until you return to your car, after the interview. Turn it off (not even on vibrate) and put it away.
- Complain about anything or anyone.
- Gossip or tell tales to anyone about former employers, school, teachers, programs, or other students.
- Wear strong cologne or perfume.
- Wear heavy makeup
- Fidget with watch, ring, change in your pocket, your hair, your nose, anything. (if you think you might then take off anything that might tempt you before you get there.)
- Cross your arms – nothing should come between you and your interviewer.

Things to Think About

- The ideal interview is a conversation. Engage in the conversation and enjoy the opportunity.
- Good vocabulary indicates intelligence. Articulate with quality and depth, without fillers (ahs, likes, cools, ums, awesome, etc.)
- Be smiling, open and engaged to encourage people to talk with you.

After The Interview

To learn from your experience, immediately after the interview, answer the following questions.

1. What did you do well in this interview?
2. In what ways did you use your four qualities to represent yourself?
3. What will you do differently in the next interview?
4. What was your favorite question or part of the interview?

Saying Thank You (Make sure to get the interviewer's card.)

Showing gratitude

Make sure you send a thank you note to the person (or persons) who interviewed you within 2 days of your interview. The note, handwritten is best, should be on a plain, white, ecru or beige card. The note should be brief and show your gratitude for their time and interest. Make sure you spell check.

Fold and tear here
