

# **NURSING RESOURCES:**

**Resume (samples): Pages 2-11**

**Interviewing Information: Pages 12-14**

**Links and Resources: Pages 14-16**

\*In addition, Career Services has books for nurses on resume and cover letter writing, interviewing and job searching.

## **LAUREN SHALLOW**

113 Samantha Lane  
Lansdale, PA 19446  
215-692-3400  
[Lms252@gmail.com](mailto:Lms252@gmail.com)

**OBJECTIVE:** To obtain a position as a Medical Surgical Nurse at Abington Memorial Hospital.

### **EDUCATION**

Gwynedd-Mercy College  
**Associate of Science in Nursing**

Gwynedd Valley, PA  
Graduate: May 2009

The Pennsylvania State University  
**Bachelor of Arts in Speech Communications**

University Park, PA  
May 2002

### **PROFESSIONAL EXPERIENCE**

#### Clinical Rotations

- **Medical Surgical Care:** Bryn Mawr Hospital, Abington Memorial Hospital, Chestnut Hill Hospital, Mercy Philadelphia Hospital, Mercy Suburban Hospital
- **Maternal Infant Care:** Abington Memorial Hospital
- **Pediatric Care:** Holy Redeemer
- **Behavioral Health:** Montgomery County Emergency Service

#### Summary of Responsibilities

- Provided bedside care, medication administration, IV's and dressing changes for patients.
- Assessed patient for clinical changes and notified the registered nurse and clinical instructor.
- Assisted in educating patients and family members about the health care needs of the patient.
- Charted and documented treatments according to hospital protocol.
- Administered the influenza vaccine to the general public through a vaccination clinic at Mercy Suburban Hospital.

#### Nursing Externship

Doylestown Hospital

Doylestown, PA  
Summer 2008

- Worked extensively with patients on ventilators gaining experience with tracheotomy care, closed and open suctioning, Foley catheters and PEG tubes.
- Participated in a pilot program for patients diagnosed with CHF which consisted of daily rounds with the Cardiologist, Physician's Assistant and Registered Nurse notating the patient's progress and educating the patient on the nutritional and lifestyle changes necessary to live with the disease.
- Rounded with the Wound, Ostomy and Continence Nurse, providing wound care to patients with all stages of wounds.
- Observed a laparoscopic Cholecystectomy, partial and full knee replacement, Colonoscopy, TEE, and Cardiac catheterization leading to Angioplasty.

### **OTHER EXPERIENCE**

Mid Atlantic Retina, Assistant Administrator

April 2007 - Present

# AMY SMITH

123 Main Street • Ambler, PA

Home: (555) 555-1234, Cell: (555) 555-1235 [smith.a@gmc.edu](mailto:smith.a@gmc.edu)

**OBJECTIVE:** Seeking the position of Registered Nurse at Doylestown Hospital.

## EDUCATION:

Gwynedd-Mercy College

**Bachelor of Science in Nursing**

GPA: 3.87

Gwynedd Valley, PA

Graduate: May 2008

Dean's List

## PROFESSIONAL EXPERIENCE:

### Clinical Rotations

- **Holy Redeemer Hospital:** Maternal Infant Care
- **Children's Hospital of Philadelphia:** Pediatric Care
- **Chestnut Hill Hospital:** Medical Surgical Care
- **Mercy-Suburban Hospital:** Medical Surgical Care

### Responsibilities:

- Have bullets that sum up your clinical responsibilities. This is good if you did similar duties during multiple clinical sites.

### **OR (or you can setup your clinical experience like the example below)**

Norristown Hospital

**Student Nurse** (Pediatric Care)

Norristown, PA

Sept. 2006-July 2007

- Provided bedside care, treatment and clinical documentation for patients.
- Handled medication administration, dressing changes and IVs.
- Facilitated admissions, discharges and transfers.
- Prepared chart notes and other documentation.
- Treated an average of 16 patients daily.

Norristown Hospital

**Nursing Assistant**

Norristown, PA

March 2005-Aug. 2005

- Assisted nurses with patient care.
- Coordinated patients activities of daily living.

Camp Snoop Summer Camp

**Volunteer Nurse**

Lansdale, PA

Summer 2005

- Interacted with oncology patients of various ages in a summer camp setting.
- Assisted nurses with patient care.

## OTHER EXPERIENCE:

**Capital Marketing Agency**, Marketing Coordinator

April 2000-June 2005

### **OR (or you can setup your non-nursing experience like the example below)**

Capital Marketing Agency

King of Prussia, PA

April 2000-June 2004

**Marketing Coordinator**

- Coordinated all aspects of the corporation's communications, including crisis plans.
- Utilized problem solving and critical thinking skills.

## ACTIVITIES:

- Student Nurses Association
- American Nurses Association

**Amy Smith**  
123 Main Street  
Ambler, Pa 19123  
555-555-1234  
[Smith.a@gmc.edu](mailto:Smith.a@gmc.edu)

Compassionate, dedicated individual seeking position as a **registered nurse**. Thrive on challenges; demonstrate positive, passionate work ethic. Bright, articulate, and expressive, with a timely sense of humor. Respected and well-liked team member.

### **CLINICAL EXPERIENCE**

2003-2008

- **Holy Redeemer Hospital:** Maternal Infant Care
- **Children's Hospital of Philadelphia:** Pediatric Care
- **Chestnut Hill Hospital:** Medical Surgical Care
- **Mercy-Suburban Hospital:** Medical Surgical Care

Responsibilities:

- Obtained vital signs and performed physical assessments on all patients
- Administered medications utilizing a Pixis Machine
- Assisted with ambulation and bedside exercises for all post-operative patients
- Recorded all findings in patient chart in a clear, concise manner
- Accompanied patients to different testing areas
- Handled dressing changes and provided IV site care
- Facilitated Admission and discharge teachings and documentation

### **PROFESSIONAL EXPERIENCE**

Paoli Hospital

Paoli, Pa

**Nurses Aid**

2003-2008

Medical Surgical Floor

- Monitored patient input and output during each shift
- Changed bedding, tidied patient bathrooms in rooms, helped clients bathe
- Assisted patients at meal times
- Provided basic IV site care and obtained vital signs
- Provided any other duties per RN in charge

### **EDUCATION**

Gwynedd-Mercy College

Gwynedd Valley, Pa

**Associate of Science in Nursing**

Graduate: May, 2008

### **AFFILIATIONS**

- Student Nurse Association
- American Nurse Association

### **CERTIFICATIONS**

- ACLS, PALS, Trauma Nurse Core Course

**ELAINE MARSHALL**

215-646-7300

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[Marshall.E@gmc.edu](mailto:Marshall.E@gmc.edu)

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**Registered Nurse**

Paoli Hospital- Paoli, Pa.

2000-Present

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**Nurse Manager, 06/05- Present**

- Supervised three Telephone Triage Nurses and ten Appointment Clerks. Planned, organized, and directed activities to enhance accessibility and ensure quality patient care for over 90,000 enrolled beneficiaries, including their families.

**Staff Nurse, 04/00-06/05**

- Provided care to critically ill patients requiring complex computerized cardiac monitoring and mechanical ventilation. Supervised five Nurses and three Medical Technicians.
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**Education & Training**

**Bachelor of Science in Nursing, 1999**

Gwynedd-Mercy College, Gwynedd Valley, Pa

RECENT TRAINING:

Nursing Service Management, 2004  
Telephone Nursing Triage, 2004  
Advanced Cardiac Life Support, 2001  
Basic Life Support, 2001

Nursing Service Fundamentals, 2001  
Senior Leadership Training, 2000  
Critical Care Nursing, 2000

ANNUAL TRAINING:

Code Procedures  
Medical Ethics  
Patient Rights  
Management of Abused Patients  
Infection Control

Age-Specific Care  
Standards of Conduct  
Anthrax Training

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**Volunteer Work**

Upper Mainline YMCA, Summers 2006-Present

**Camp Nurse**

Lansdale Soup Kitchen, 1999-Present

**Line Cook**

American Red Cross, 2002-Present

**Phlebotomist**

# Carla Victoria Jonns

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*Current address:*  
4414 Locust Street  
Philadelphia, PA 19104

*Permanent address:*  
878 Green Street  
Elizabeth, NJ 07201

## Objective

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To obtain a student nurse externship position on a vascular gastrointestinal trauma floor

## Education

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**University of Pennsylvania, School of Nursing**, Philadelphia, PA  
Bachelor of Science in Nursing, with Psychology minor expected June 2006  
*Honors:* Laurie Smullin Russell Nursing Scholarship  
Supplemental Education Opportunity Grant  
Pell Grant  
Penn Grant

## Clinical Experience

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### Hospital of the University of Pennsylvania

*Student Nurse* – Obstetrics/Pediatrics Spring 2005

- Administer PO and IV medication
- Shadow nurses in Labor & Delivery, ICN, PEC, and OB/GYN floors

*Student Nurse* – Medical/Surgical Fall 2004

- Administered PO and IV medication
- Completed physical assessments and checked vital signs
- Performed morning routine, such as bathing patients and changing bed sheets
- Educated patients on wound care, infection control, and proper usage of incentive spirometers

### Bethany Medical Bus

*Volunteer* - Missions-oriented medical school bus Oct-Nov 2003

- Counseled clients; offered information about HIV/AIDS, alcoholism, and drug use
- Provided additional contacts to clinics, rehabilitation centers, and churches

### St. Peter's Hospital

*Hospital Volunteer* – Obstetrics 2000-2002

- Visited patients' rooms to seek after their comfort and care
- Ran errands for nurses, such as getting tissue boxes or ice chips for patients

## Research Experience

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**University of Pennsylvania, Department of Psychiatry**, Philadelphia, PA Spring, Summer 2003

*Research Assistant* Summer 2004

- Assisted in genetic schizophrenia and bipolar project using mouse olfactory tissue
- Embedded and cut tissue samples to then utilize for immunohistochemistry experiments

## Activities

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**Emmanuel Church** 2004 – present

*Bible Study Co-Leader*, 300+ Member Congregation in West Philadelphia

**Harvest Fellowship Band** 2004 – present

*Vocalist, Alternate Keyboardist*

## Interests

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Languages – Proficient in Spanish and French, 2 years of Russian

Music/Dance – voice, piano, guitar; 8 years ballet, hip hop and jazz classes

# Lisa B. Leverington, R.N., B.S.N., M.S.

487 N. 10th Street • Philadelphia, PA 19123 • 215-821-3771 • lblevering@msn.com

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## **STRENGTHS**

- Demonstrated nursing leader and manager with over eight years of clinical care experience.
- Expert clinical nursing skills in oncology and bone marrow transplantation, including Phases I-III chemotherapeutic agents, coupled with dual graduate studies in Health Administration and Health Education.

## **EDUCATION**

*St. Joseph's University*, Philadelphia, PA

Dual Master of Science, Health Administration and Health Education, May 2004

- Recipient of Health Administration/Health Education Graduate Award, May 2004.
- Inducted into Alpha Epsilon Lambda Graduate National Honor Society, Omega Chapter, May 2004.

*Gwynedd-Mercy College*, Gwynedd Valley, PA

Bachelors of Science, Nursing, *Cum Laude*, May 1998

- Member of Sigma Theta Tau International Nursing Honor Society, Xi Chapter, 1998 to present.

## **PROFESSIONAL EXPERIENCE**

*Children's Hospital of Philadelphia (CHOP)*, Philadelphia, PA

Department of Oncology and Bone Marrow Transplantation

**Staff Nurse, Level III**, August 2000 to Present

- Successfully transitioned from clinical nursing role to administrative role as Operations Nurse. Competently and cost effectively manage daily staffing of 12-16 nurses on a 35-bed inpatient-nursing unit.
- Recognized as nursing leader in dealing with difficult staff and/or family issues, solving patient problems, and representing nursing staff in interdepartmental communications and special projects.
- Co-chair of Documentation Sub-committee of Unit's Quality Improvement Committee. Facilitate improvement of computer charting and documentation to achieve compliance with regulatory and hospital standards of care.
- Core team member of unit's Joint Commission for the Accreditation of Healthcare Organizations prep team. Successfully gained re-accreditation for hospital, with high achievement noted for National Patient Safety Goals and delivery of high quality, safe patient care.
- Unit representative for Charting and Documentation Workgroup, for future implementation of new IT system, Sunrise Clinical Manager.
- Function as Charge/Leadership Nurse, working closely with both nursing staff and multidisciplinary team members to ensure safe, comprehensive patient care.

**Staff Nurse, Level II**, May 1999 to August 2000

- Served as a Primary Nurse and engaged in patient/family education pertaining to diagnoses and treatments; provided continual psychosocial support and advocacy.
- Collaborated with other health care team members in implementing care plans and ensuring positive health outcomes.
- Cared for the complex needs of pediatric bone marrow transplant patients, including the intense conditioning period and the acute and chronic recovery phases following transplantation.
- Participated in Nurse Extern Preceptor Program and facilitated the professional development of nurse externs as they transitioned from nursing school to the nursing profession.

**Staff Nurse, Level I**, July 1998 to May 1999

- Coordinated and provided direct patient care, including chemotherapy administration and blood products, to pediatric oncology patients in both the inpatient and outpatient/clinic settings.
- Served as a team leader for nursing unit in successfully completing the annual hospital-wide Mandatory Education Competencies.

*Fox Chase Cancer Center, American Oncological Hospital*, Philadelphia, PA

Department of Medical/Surgical Oncology

**Staff/Pool Nurse**, August 1999 to November 1999

- Provided direct patient care to adult oncology patients with both medical and surgical nursing needs.

**Nurse Extern**, June 1996 to July 1998

- Cared for both medical and surgical oncology patients--in particular, head and neck, lung, and gastro-intestinal postoperative patients.

**PROFESSIONAL ENRICHMENT**

- “Stepping Up to Supervisor,” CHOP, Center for Career Development, September 2004.
- “Customer Service Skills - The Basics, Part I,” CHOP, Center for Career Development, March 2004.
- “Quality Improvement and Patient Safety,” CHOP, Center for Career Development, October 2003.
- Co-author of APON poster entitled, "Enhanced Communication: The Attendance of Staff Nurses at Daily Nursing Rounds," Philadelphia, October 2003.
- “Clinical Research: A Collaborative Approach,” CHOP, Center for Career Development, October 2001.
- Children's Oncology Group, "Nurses Working Together in the New Millennium," Ohio Nurses Association, April 2001 (14.6 CEU credits).
- Nurse Volunteer, Ronald McDonald Camp, August 2000.
- “Advanced Preceptor Workshop,” CHOP, Center for Career Development, 1999.
- Participant of Stephen R. Covey’s “Seven Habits of Highly Effective People” seminar, CHOP, Center for Career Development, November 1998.

**CERTIFICATIONS**

- Chemotherapy certified through the Children’s Hospital of Philadelphia, Department of Oncology.
- BCLS certification from American Heart Association, valid through June 2005.

**HONORS**

- Clinical Scholarship, CHOP, December 2001.
- Superior Person Award, CHOP, August 2003.

# **Marci Stevens-Brown**

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215-546-8744  
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## **OBJECTIVE**

A summer position at a pediatric hospital that will build on my previous experiences as a nurse extern, camp counselor, and child care worker.

## **EDUCATION**

<b>Gwynedd-Mercy College, School of Nursing</b>	Gwynedd Valley, PA
B.S.N./M.S.N. Neonatal Nurse Practitioner Program	
B.S.N. expected in May 2006	
General Clinical I: Fall 2003	Medical/Surgical: Fall 2004    Obstetrics: Spring 2005
General Clinical II: Spring 2004	Geriatrics: Fall 2004        Pediatrics: Spring 2005

## **WORK EXPERIENCE**

**Shriners Hospital for Children**      Philadelphia, PA      May 2003 – present  
*Nurse Extern:* Take vital signs, perform catheterizations and bowel programs, record intakes and outputs. Assist in transfers and in dressing and feeding patients. Maintain patient hygiene, apply rehabilitation devices, and effectively communicate with patients, parents, and colleagues.

**The MCS Group, Inc.,**      Philadelphia, PA      March 1999 – present  
*Accounts Payable Assistant:* Type, process, and mail checks. Maintain document files, assist with billing, and enter information into computer database.

**Paley Early Learning Center**      Philadelphia, PA      June 2002 – August 2002  
*Camp Counselor:* Supervised 15-20 middle school children. Planned and implemented activities, maintained health/injury forms, provided meals and snacks to children, handled injuries and sicknesses. Supervised swimming activities, chaperoned children on trips, and maintained contact with parents and directors.

## **LEADERSHIP AND ACTIVITIES**

**Secretary/Treasurer for the Student Nurses at Penn (SNAP), December 2004 – present:** Develop and implement budget. Advise the board about finances. Organize minutes and do paperwork for the organization.

**Community Service Chair for the Student Nurses at Penn (SNAP), December 2003 – December 2004:** Planned American Red Cross Blood Drives and service projects. Attended the National Student Nurses Association Annual Convention in Nashville, TN in April '04 and the Student Nurses Association of Pennsylvania Convention in the Poconos in November '04.

**Newman Council Board Member, January 2003 – December 2005:** Planned activities with the Newman Catholic community, including Operation Santa Claus and other service projects.

**Alternative Spring Break, March 2004:** Worked at the Denver Rescue Mission in Colorado, serving meals and sorting donations.

# Barbara J. Stansfield

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San Francisco, CA 94115  
(415) 688-9352  
[stansfie@yahoo.com](mailto:stansfie@yahoo.com)

## EDUCATION

**Gwynedd-Mercy College, School of Nursing**, Gwynedd Valley, PA  
Master of Science in Nursing, August 2004  
Family Health Nurse Practitioner Program  
Honors: Member of Sigma Theta Tau (International Nursing Honor Society)

**University of Pennsylvania, School of Nursing**, Philadelphia, PA  
Bachelor of Science in Nursing, December 2002  
Clinical Certificates: BLS, EKG/Arrhythmia certification, Intravenous certification

## CLINICAL INTERNSHIPS

### **County Line Medical**, Telford, PA

Summer 2004

- Provided primary care to patients of all ages in a rural family practice
- Treated acute illnesses & managed stable chronic illnesses such as hypertension and diabetes
- Developed individualized management plans Performed complete histories and physical examinations
- Ordered and evaluated diagnostic tests
- Incorporated counseling regarding primary preventive health measures into periodic visits.

### **Cooper Hospital Emergency Department**, Camden, NJ

Summer 2004

- Provided acute care to individuals age 18 and older in an inner-city emergency department
- Performed triage of patients
- Performed histories and physicals
- Ordered laboratory studies, medications and consults
- Performed x-ray interpretation and laceration care
- Designed individual treatment plans based on evaluation of laboratory data and exam findings

### **Woodbury Pediatrics**, Woodbury, NJ

Spring 2004

### **Medford Pediatric & Adolescent Medicine**, Medford, NJ

- Provided primary care to individuals, ages birth to 21, in busy suburban pediatric practices
- Performed well-child visits as well as treating acute and stable chronic illnesses
- Performed developmental testing
- Provided preventive health counseling to patients and families

### **Oxford Circle Family Medicine**, Philadelphia, PA

Fall 2003

- Provided primary care to patients age 18 and older in an urban family practice
- Treated acute illnesses and managed stable chronic illnesses
- Developed individualized management plans
- Performed complete histories and physical examinations
- Ordered and evaluated diagnostic tests
- Incorporated counseling regarding primary preventive health measures into periodic visits

### **Work Health**, Philadelphia, PA

Fall 2003

- Provided care to adults in an occupational health setting
- Evaluated and managed acute and chronic injuries
- Performed histories and physicals, including pre-employment physicals
- Ordered laboratory studies, medicines and consults and preformed suturing

### **Hospital of the University of Pennsylvania**, Philadelphia, PA

Fall 2002

### *Senior Leadership Clinical, Medical/Surgical Care*

- Autonomously managed a multiple patient case load to provide individualized, evidence-based nursing care to medical and

surgical patients, with a focus on cardiac conditions

**Belmont Behavioral Health Center**, Philadelphia, Pennsylvania

Summer 2002

*Psychiatry*

- Independently conducted self-designed therapy groups
- Provided individualized supportive care for clients in an in-patient drug and alcohol addiction program

**Mercy Home Health Care**, Philadelphia, PA

Summer 2002

*Community Health*

- Independently delivered a wide spectrum of nursing care to home-bound patients, including wound care and chronic disease management
- Provided patient education and coordinated referral services when needed

**Children's Seashore House**, Philadelphia, PA

Fall 2001

*Pediatrics*

- Autonomously provided individualized, evidence-based nursing care to children (toddler through adolescence) with medical rehabilitation needs

## **HEALTH RELATED WORK EXPERIENCE**

**Health Federation of Philadelphia**, Philadelphia, PA

2001-2002

*Research Assistant*

- Provided organizational assistance for research study examining the relationship between economic and psychological stress, community support, and maternal and child health.

**Queen's Hospital**, Honolulu, HI

1999-2000

*Emergency Department Volunteer*

- Assisted staff with medical procedures and patient requests.

**Scripps Memorial Hospital**, La Jolla, CA

1993-1996

*Emergency Department Volunteer*

- Assisted staff with medical procedures and patient requests.

## **CERTIFICATIONS/AFFILIATIONS**

- Board Certified Family Nurse Practitioner
- American Nurses Credentialing Center, January 2005
- Member of the American Nurses Association
- Completed Helene Fuld Leadership Project, 2004

## Nurse: Interviewing

**Pre-Interview Prep:** The first items you should have ready are your credentials. The credentials you absolutely need for your nursing job interview are as follows:

- A copy of your complete résumé. Be sure to proofread for any mistakes.
- Copies of your nursing license or, if you have them, a copy of your notice of passing board scores.
- Two copies of a complete, typed list of all references and previous managers. You will need one copy for the HR department and one for the hiring manager. Be sure to include their complete names, titles, current addresses and telephone numbers.
- You may be asked to give permission for a criminal background check. Be sure to have a list of your addresses from the previous five to seven years.
- You may also want to bring along a copy of your recent cumulative grade report to show that you are not at risk for failing the licensing exam.

### **GENERAL INTERVIEW QUESTIONS:**

1. Tell me about yourself
  2. Why did you become a nurse?
  3. How many years of experience do you have?
  4. Where did you get your training?
  5. What certifications do you have?
  6. How long has it been since you worked in (ER, OR, ICU, or particular specialty area)?
  7. What are your strengths?
  8. What is your greatest weakness?
  9. How do you handle stress?
  10. Why did you choose (ER, OR, ICU, LTC, FNP, or other specialty area of nursing)?
  11. What do you like to do in your free time?
  12. What do you know about our hospital?
  13. What do you know about our community?
  14. Why would you like to work for us?
  15. Describe your perfect job.
  16. What is most important to you in a job?
  17. What would you like to be doing in five years?
  18. Have you ever been fired or asked to resign?
  19. Would you have any concerns if we did a background check on you?
  20. What would we find if we did a background check?
  21. Why did you leave your last job?
  22. What have you been doing since you've been out of work?
  23. Are you prepared to relocate?
  24. What kind of recommendations will you get from previous employers?
  25. Describe your relationship with your last three managers or administrators.
  26. What qualities do you admire most in people?
  27. What kind of managers do you like the most? The least? Why?
  28. Tell me about a time in which you had to handle an irate physician, co-worker, or patient. How did you handle it and what were the results?
  29. What are your most important career accomplishments?
  30. Describe a difficult decision you've made and the process you went through to reach that decision.
  31. Why should I hire you?
  32. What can you offer us that someone else can't?
  33. How long would you stay if we offered you this position?
  34. What nursing organizations do you belong to?
  35. What journals do you read?
  36. How do you stay current in your practice?
- How would you describe your skills as a team player?

- How will you deal with difficult doctors?
- How will you deal with difficult patients and/or their families?
- How will you handle unexpected circumstances, such as being short staffed and having to perform a treatment you have not done before?

**You should also practice answering the tough nursing interview questions ahead of time.**

-If you are a recent nursing graduate, you should be prepared to explain to your interviewer what qualities you possess that will help you get up to speed quickly with the demands of your new unit.

-You should be prepared to answer questions regarding any negative experiences you've had in the work place, what you learned from them, and how you would use those experiences in a positive way in your new position.

**QUESTIONS FOR YOU TO ASK EMPLOYER**

You should prepare at least 3-5 questions to ask the employer. Never say, "I don't have any questions. You answered everything." Your inquiries should cover three main areas: orientation and training, the working environment, and the employer's management and administration. Here's an interview cheat sheet:

**Orientation and Training**

- What is the level and depth of orientation?
- Will more orientation time be granted if I feel I need it?
- Will my orientation take place during the shift I will be working?
- Is there a mentorship program?
- What are your expectations of new hires during their first six months on the job?
- Describe typical first-year assignments.
- What qualities do your most successful nurses possess?

**Working Environment**

- What is the nurse-to-patient ratio?
- How long are your shifts -- eight, 10 or 12 hours?
- How do you go about scheduling? Is self-scheduling an option, or does someone else dictate the schedule?
- How long have most nurses been on the unit?
- Why did the last person in this position leave?
- How long has this position been vacant?
- Will I be on call if I accept this position? If so, what are the conditions/requirements of on-call duty?

**Management and Administration**

- How would you describe your management style?
- How do you motivate employees?
- How do you demonstrate that you value your nursing staff?
- How much autonomy do you give your nurses to make decisions regarding patient care?
- How often do you conduct performance reviews?
- Is the administration open to suggestions that would improve patient care?
- What challenges is this facility facing?
- What have been this unit's most notable successes and failures over the year?
- What are nurses' biggest challenges at this facility?
- What makes this facility unique among others in this region?
- What steps do you take to ensure safe working conditions?
- What are your plans for future growth?
- Why should I want to work here?

**An Offer in Hand** Once you have the job offer -- and not before -- ask the standard questions about salary and benefits, such as:

- What is the salary?
- Is special compensation awarded for overtime? What is the differential for second-shift, third-shift and weekend work?
- What is the benefits package?
- Do you offer other incentives, such as paid journal subscriptions or scholarships for dependents?

- Do you provide financial support for continuing education?
- Are grants available for ongoing education?
- Are there special incentives for bilingual nurses?
- Is there room for advancement? What is the career path?
- How do you reward employees for exceptional work?

### **OTHER QUESTIONS TO ASK**

- What is the nurse-to-patient ratio?
- Is there support staff on the unit to assist nurses?
- In what ways are nurses held accountable for high qualities of practice?
- How much input do nurses have regarding systems, equipment and the care environment?
- What professional development opportunities are available to nurses?

## **Resources for Nursing Majors:**

College Central Network

[www.collegecentral.com/gmc](http://www.collegecentral.com/gmc)

Occupational Outlook Handbook

[www.bls.gov/oco](http://www.bls.gov/oco)

InterNurse <http://www.internurse.com/>

Nurseweek

[www.nurseweek.com](http://www.nurseweek.com)

Journal of Neonatal Nursing

[www.nursing-standard.co.uk](http://www.nursing-standard.co.uk)

New Face of Nursing

[www.nursingcenter.com](http://www.nursingcenter.com)

Nursing net Nurse Week:

[www.nursingnet.org](http://www.nursingnet.org)

Nursing and Medicine Today

[www.nurseweek.com](http://www.nurseweek.com)

Public Health Career Links

[www.hsph.harvard.edu/careers/guide-careers.html](http://www.hsph.harvard.edu/careers/guide-careers.html)

Primary Care Internet Guide

<http://www.uib.no/isf/guide/nursing.htm>

Craig's Nursing and Medical Resources

[www.duke.edu/~mclen003/medical.htm#favor](http://www.duke.edu/~mclen003/medical.htm#favor)

ADVANCE for Nurses

[www.advancefornurses.com](http://www.advancefornurses.com)

Healthcare employment links

<http://members.aol.com/pjpohly/links.htm>

Nationjob

[www.nationjob.com/medical](http://www.nationjob.com/medical)

Healthcare jobs online

<http://www.hcjobsonline.com/>

Medzilla

[www.medzilla.com](http://www.medzilla.com)

Hospital Web

<http://neuro-www.mgh.harvard.edu/hospitalweb.shtml>

## **Field Specific Resources**

### **Adult Acute Care**

- [juju.com](http://juju.com) - listing of AACNP positions

### **Family Health**

- [juju.com](http://juju.com) - listing of FHNP positions
- [Education Portal](#) - career and salary info

- [Family Health Care Nursing](#) - an article

## Health Care Administration and Leadership

- [The MidAtlantic Health Leadership Institute](http://www.jhsph.edu/mhli) <http://www.jhsph.edu/mhli>
- [World Health Organization](http://www.who.int/hrh/education/en/) -The Health Leadership Service (HLS) <http://www.who.int/hrh/education/en/>

## Gerontology

- [National Gerontological Nursing Association](https://www.ngna.org/) <https://www.ngna.org/>
- [The American Geriatrics Society](http://www.americangeriatrics.org/) [www.americangeriatrics.org/](http://www.americangeriatrics.org/)
- [GeroNurseOnline.org](http://GeroNurseOnline.org)
- [The Gerontological Society of America](http://www.geron.org/) [www.geron.org/](http://www.geron.org/)
- [Hartford Institute for Geriatric Nursing](http://www.hartfordign.org/) <http://www.hartfordign.org/>
- [Geroatric Nursing](http://www.gnjournal.com/) - journal <http://www.gnjournal.com/>
- [National Institute on Aging](http://www.nia.gov) [www.nia.gov](http://www.nia.gov)
- [Administration on Aging](http://www.aoa.gov) [www.aoa.gov](http://www.aoa.gov)

## Neonatal

- [indeed.com](http://indeed.com) - job search website
- [Association of Women's Health, Obstetric and Neonatal Nurses](http://www.awhonn.org/awhonn/) <http://www.awhonn.org/awhonn/>

## Nurse Anesthesia

- [American Association of Nurse Anesthetists](http://www.aana.com/) <http://www.aana.com/>
- [NurseAnesthetist.org](http://NurseAnesthetist.org)

## Midwifery

- [American College of Nurse-Midwives](http://www.midwife.org/) <http://www.midwife.org/>
- [WomensHealth.gov](http://WomensHealth.gov)

## Pediatric

- [National Association of Peditric Nurse Practitioners](http://www.napnap.org/index.aspx) <http://www.napnap.org/index.aspx>

## Psychiatric-Mental Health

- [American Psychiatric Nurses Association](http://www.apna.org) [www.apna.org](http://www.apna.org)
- [International Society of Psychiatric-Mental Health Nurses](http://www.ispn-psych.org/) [www.ispn-psych.org/](http://www.ispn-psych.org/)
- [NursingPlanet.com](http://NursingPlanet.com) - articles and journals

## Women's Health Care

- [Nurse Practitioner in Women's Health](http://www.npwh.org) [www.npwh.org](http://www.npwh.org)
- [Association of Women's Health, Obstetric and Neonatal Nurses](http://www.awhonn.org) [www.awhonn.org](http://www.awhonn.org)
- [WomensHealth.gov](http://WomensHealth.gov)

## Research Opportunities

- [NIH Summer Internship Program](http://www.training.nih.gov/student/sip/info.asp) <http://www.training.nih.gov/student/sip/info.asp>

## Clinical Career Resources & Job Boards

- [AfterCollege Healthcare](http://www.aftercollege.com/job-channel/healthcare/)
- [American Hospital Directory](http://www.ahd.com/freesearch.php3)
- [Career Jet](http://www.careerjet.com/)
- [GasWork.com](http://www.gaswork.com/) - For CRNA positions
- [Health Career Web](http://www.healthcareerweb.com/)
- [Hospital Soup](http://www.hospitalsoup.com/)
- [Hospitals in the U.S.](http://www.theagapecenter.com/Hospitals/index.htm)
- [Hospitals in Pennsylvania](http://theagapecenter.com/Hospitals/Pennsylvania.htm)
- [Med Hunters](http://www.medhunters.com/)
- [Nursing Center](http://www.nursingcenter.com/home/index.asp)
- [NPjobs.com](http://www.npjobs.com/)
- [NursingNet](http://www.nursingnet.org/)
- [Nursing Spectrum](http://www.nurse.com/)
- [StudentNurses.com](http://www.nurse.com/)

## Summer Opportunities

- [Summer Externship and Opportunity Resource Guide](http://www.vpul.upenn.edu/careerservices/nursing/externships.pdf)
- [Becoming a Certified Nursing Assistant](http://nursingassistantcentral.homestead.com/NurseAideRegistries.html)
- [Nurse Aide \(CNA\) Registry Information](http://www.pearsonvue.com/)