

# BE EXTRAORDINARY.



## Nursing Student Toolkit

### Steps to Success:

Beginning Your Career With Nebraska Medicine .....	2
Why Nebraska Medicine .....	3
Nailing Your Interview .....	4
Potential Interview Questions .....	5
Elements of a STAR.....	6
Contact us .....	6



Materials provided by Talent Acquisition. Contact [sourcing@nebraskamed.com](mailto:sourcing@nebraskamed.com) or **402.559.3343** for more information or additional assistance.

# Beginning your career with Nebraska Medicine

Start your nursing career with Nebraska Medicine, the clinical partner of the University of Nebraska Medical Center.

Our organization includes an integration of the following facilities:

- Nebraska Medical Center: 700+ bed acute care facility located in Omaha, Nebraska, providing tertiary and quaternary health services
  - Campus includes the Fred & Pamela Buffett Cancer Center comprised of a 108-bed inpatient hospital, a 98-laboratory research tower and an outpatient facility
- Bellevue Medical Center: 90+ bed acute care hospital located in Sarpy County
- Nebraska Medicine clinics: More than 70 specialty and primary care clinics with 50 specialties and sub-specialties

We employ more than 9,000 colleagues including over 2,000 nurses. Our nurses are critical to providing “Serious Medicine. Extraordinary Care.” for our patients and their families every day.

Many of our floors hire recently-graduated nurses. To see a list of floor descriptions please visit:

[NebraskaMed.com/Careers/Nursing-kit](https://www.NebraskaMed.com/Careers/Nursing-kit)

## Nebraska Medicine Nursing Professional Practice Model



Apply online at [NebraskaMed.com/Careers](https://www.NebraskaMed.com/Careers)

# Why Nebraska Medicine?

Our mission is to lead the world in transforming lives to create a healthy future for all individuals and communities through premier educational programs, innovative research and extraordinary patient care.

## **WE ARE MAKING A DIFFERENCE.**

- We provide care for patients from all 50 states and 53 countries
- U.S. News & World Report has named Nebraska Medicine the Best Hospital in Nebraska for 10 consecutive years
- Multi-year Becker's 100 Great Hospitals in America recipient
- National Consumer Choice Award winner for 13 years running
- Joint Commission
  - » Gold Seal of Approval, Heart Failure
  - » Gold Seal of Approval, Disease-Specific Care (DSC) program
  - » Advanced Certification, Ventricular Assist Device
- Magnet Recognition from the American Nurses Credentialing Center (ANCC)

## **WE OFFER EXPERIENCES YOU WON'T FIND ANYWHERE ELSE.**

- International reputation in oncology, solid organ and bone marrow transplant and biocontainment
- Regional leader in heart and vascular and neurosciences
- One of only 10 health systems in the U.S. with adult transplant programs for all solid organs: liver, intestine, kidney, pancreas, lung and heart
- Nebraska's only state-designated 24/7 Comprehensive Trauma Center serving both pediatric and adult patients
- First nationally certified stroke center in the state of Nebraska
- Awarded HIMMS Analytics Stage 7 designation for advanced electronic medical records

## **NEBRASKA MEDICINE IS A GREAT PLACE TO WORK.**

- Medical, dental and vision coverage
- Paid time off, holidays
- Retirement base and matching contributions
- Tuition assistance
- Partnership with Clarkson College for 40 percent tuition discount for furthering education
- Employee discount program
- Free wellness/fitness center

"The Nebraska Medicine culture is really special. It's cool to see how many different multidisciplinary teams come together to provide patient care. Patients come from hundreds of miles away to see our specialists – respiratory therapists, physicians, occupational therapists, physical therapists, social workers, nutritionists, nursing and so many more – pull together and get the best outcomes."

***Madelyn Cox, BSN, RN***

# Nailing your interview

## **DON'T BE AFRAID TO ASK FOR INFORMATION**

To prepare for an interview, find out as much as you can beforehand.

## **RESEARCH THE COMPANY**

Your prospective employer's corporate website is the best place to see the company as it wants to be seen. Do check out its annual report, but also look for a "press room" or "company news" page that links to recent news releases. As you mull all this information, consider how the open position, as detailed in the job posting, relates to the company's mission.

## **LEARN THE JOB DESCRIPTION**

If a job description is posted online, make sure you use it. Or ask for a job description when they arrange an interview with you.

The best way to use the job description to prepare is to go through it line by line.

Think about how your experience and skills fit with each line. Write it down if it is helpful.

Don't be alarmed if you're not a perfect fit; people get hired all the time without being a line-for-line match. The point here is just to get yourself thinking about how you are a match, so those thoughts are easily retrievable and can be turned into answers in your interview.

## **THINK OF EXAMPLES OF YOUR WORK**

Be ready to answer typical interview questions with a story about yourself.

To prepare, write down three or more achievement stories.

Tell about times you've really felt proud of an achievement at work or school. These stories demonstrate all those hard-to-measure qualities like judgment, initiative, teamwork or leadership.

By the way, nonwork achievement stories are good too; if you volunteer for the local food pantry, write down a time you overcame a big challenge or a crisis there.



## **PRACTICE, AND THEN PRACTICE SOME MORE**

Write down at least 10 interview questions that you're likely to be asked and write out your answers to them.

Now, make yourself practice your answers out loud. Practice saying them out loud over and over and over, until your answers fly off your tongue automatically.

## **PREPARE QUESTIONS**

Come up with several questions of your own, because at the end of the interview you'll most likely be asked what questions you have.

Good questions at this stage include: clarifying questions about the role itself, questions about the office culture and questions about how the process will move from here and how you will be notified once a selection is made.

Source: <http://career-advice.monster.com/job-interview/interview-preparation/what-if-your-interview-is-tomorrow/article.aspx>

Source: <http://money.usnews.com/money/blogs/outside-voices-careers/2011/02/07/how-to-prepare-for-a-job-interview>

Source: <http://career-advice.monster.com/job-interview/Interview-Preparation/Do-Your-Homework-Before-Interview/article.aspx>

# Potential interview questions

## BEHAVIORAL INTERVIEW QUESTIONS

- What was the last project you headed up, and what was its outcome?
- Give me an example of a time that you felt you went above and beyond the call of duty at work
- Can you describe a time when your work was criticized?
- Have you ever been on a team where someone was not pulling their own weight? How did you handle it?
- Tell me about a time when you had to give someone difficult feedback. How did you handle it?
- What is your greatest failure, and what did you learn from it?
- If I were your supervisor and asked you to do something that you disagreed with, what would you do?
- What assignment was too difficult for you, and how did you resolve the issue?
- What's the most difficult decision you've made in the last two years and how did you come to that decision?
- Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them

## CAREER DEVELOPMENT QUESTIONS

- What are you looking for in terms of career development?
- How do you want to improve yourself in the next year?
- What kind of goals would you have in mind if you got this job?
- If I were to ask your last supervisor to provide you additional training or exposure, what would she suggest?

## Our ITEACH Values



**Innovation**



**Teamwork**



**Excellence**



**Accountability**



**Courage**



**Healing**

## Elements of a STAR

When you are asked a behavior-based interview question, make sure you are giving the whole story – the situation, what you did, and the results of these actions.

An easy way to remember to get the whole story is to use the word STAR to describe a complete behavioral example.

- The **S**ituation or **T**ask facing the candidate
- The **A**ctions the candidate took
- The **R**esults or changes caused by these actions

The **Situation or Task** is the background or context in which you acted. It explains why you acted as you did.

**Actions** are what you did in response to a situation or task and how you said or did it. Actions are the heart of the STAR because they show your behavior.

**Results** are the effects of your actions and whether the actions you took were effective and appropriate.



**Situation/Task** = Why?

**Action** = What was done and how was it done?

**Results** = Effect of Action

Wishing you the best of luck as you prepare for your future.

Contact [sourcing@nebraskamed.com](mailto:sourcing@nebraskamed.com) or 402.559.3343 for more information.