Graduate Nurse Information

Gayle York, RN, BS, CHCR
Nurse Recruiter
Overview

- How to apply for positions at Michigan
- What are the Nurse Recruiters looking for in the Graduate Nurse candidate?
- Resume Basics
- Hire Vue Virtual Interviews
- Healthcare Source online Reference Assessments
Applying for GN Positions

- Create a comprehensive resume
- Start looking at the job board 4-6 weeks prior to graduation. [www.UMnursing.org](http://www.UMnursing.org)
- Use the “Career Interest” drop down menu to select Graduate Nurse opportunities
- Apply for positions that interest you
- New positions are posted weekly, on Mondays
- Complete the Hire Vue Virtual Interview
What does a UM Nurse Recruiter look for in a candidate?

• Scholastic Achievement
• Leadership Activities
• Work and Life Experience
• Stellar Written and Verbal Communication
• Professionalism
• A passion for nursing!
Resume Basics

• Use a chronological format
• Easy to follow, 1-1/1/2 pages, not crowded
• Organize by date, most recent first
• Use simple font, around size 10 is best
• White paper, no graphics
• Cover letter not always needed, unless noted as a requirement in the job posting
• Do not include: age, gender, marital status, SSN, family information, photos
• Have someone review it for typos
Resume Basics

**Demographics**
- name, address, phone, email

**Education**
- Current university, other degrees, GPA and highlight honors or awards

**Clinical Rotations (optional)**
- If used, don’t list all. We recommend only listing preceptorship/leadership rotations with the location and hours worked.
Resume Basics

Work Experience

• List most recent first, be accurate with dates. List employer name and your position
• List all experience & discuss skills, achievements
• Be interesting, but brief & to the point
• Use bulleted statements & begin with action words
• Haven’t worked? Gaps in employment? Worked at home? Make sure to list/explain
Resume Basics

**Professional Achievements** (includes awards & accomplishments)

- RN license information or NCLEX dates
- Awards & Honors
- Collegiate Scholarships
- Special skills, extra training, certifications
Resume Basics

Personal Activities (optional)

• Volunteer work (can fill gaps in employment)
• Professional memberships
• Student organizations
• Community activities
• Speak a 2\textsuperscript{nd} Language?
Resume Basics

References

• Not necessary to list on the resume
• Provide professional references on a separate sheet
• Make sure to check with references prior to listing them
• Take with you to the interview and give to Nurse Leader at the end of the interview
• 3-5 professional references is adequate
• Informational email & invitation sent after you apply for the 1\textsuperscript{st} time
• Interviews are reviewed by a Nurse Recruiter
• Participating makes you more likely to be considered for an interview
• Take your time, be professional!
Online Reference Assessment

• Healthcare Source online Reference Assessments
• Used for all of nursing
• Requests at least 5 professional references, with one being a current manager or supervisor
• Scored 1-5 on nursing competencies
• Is used as primary source of references, but also can be used along with calling references
Questions?

Nursing at Michigan
Nurse & PA Recruitment & Retention
734-936-5183
NurseRecruit UMHS@med.umich.edu
www.UMnursing.org