



Oncology Nursing

Mentorship

Program



Interview Preparation for Nurses

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Career Development Officer

Welcome to e-Mentorship

- ▶ The goal of the e-Mentorship Program is to promote the optimal development and implementation of generalist, specialized, and advanced nurses in Ontario through effective career planning and mentorship.
- ▶ To date, we have provided 32 in-person workshops attended by 765 nurses, facilitated 80 webinars with over 503 registrants, matched 108 mentees with high caliber mentors, and reached out to nursing students and registered nurses in all 14 LHINs.

Transition to de Souza

- ▶ As of April 1st, 2013 the Oncology Nursing e-Mentorship Program officially transitioned to the de Souza Institute in Toronto
- ▶ This move ensures the long-term sustainability of the program and opportunities for national expansion.
- ▶ For the most part, this transition involves the physical relocation of the program from Hamilton to Toronto and reorganization to a single management structure.

The de Souza Connection

- ▶ By participating in our webinars, workshops or online mentor/mentee matching system, you can obtain up to 1.0 credits under the “Developing Professional Practice and Leadership Course Category” towards your de Souza designation
- ▶ See our website for more details:

http://fhsson.csu.mcmaster.ca/apnment/index.php?option=com_content&view=article&id=167&Itemid=154



Matching can be this simple...



Online Mentorship Community and Matching System

Who can sign up?

Generalist, specialized and advanced practice nurses (APNs) who are involved or interested in cancer care at any phase of the patient journey.

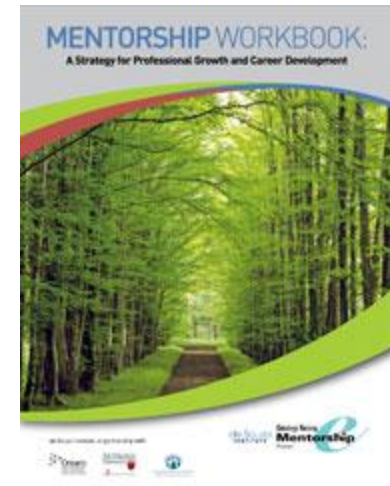
What does this online community look like?

- Mentees can electronically match themselves with a mentor
- Mentors can electronically accept/decline a mentee request
- Access to online personal profiles and a CV builder
- Access to mentor/mentee CVs
- Interaction using community tools and private messaging
- Access to online mentorship resources and tools

Program Features

► Interactive Website

- Career development resources
- Mentorship resources
- Discussion boards
- Evidence based literature on the effectiveness of mentorship
- And more...



► Online Webinars

- Resume Writing, Social Media and Networking, Interviewing Prep
- And more...

Program Features Con't

▶ In-person Workshops

- Career development
- Mentorship
- Resume Writing



▶ Career Development Officer

- Individual resume editing
- Personal coaching for mentorship relationships
- Assistance with career development guidance

Agenda

- ▶ General interview preparation
- ▶ Behavioural-based & Classic Questions
 - PAWS & STAR Method
- ▶ Tricky questions & Difficult questions
- ▶ Knowing your rights
- ▶ Ending the Interview & Follow-Up



Think back to your very 1st interview...



Networking & Gathering Information



Sigma Theta Tau International
Honor Society of Nursing

◉ Where:

- Join professional organizations
- Social media
- Committees
- Volunteer for projects
- Conferences & Workshops

“Nurses should set a goal of meeting at least one new person at every event”

(Sharoff, 2007; Scott, 2007)



Interview Preparation

- Know yourself, the role & the organization
- Practice makes perfect

*“Preparation requires that you are committed to go through the entire search process and that you do much more than just showing up”
(Tolan, 2011)*



Get to Know Yourself

- Use the chart below to help you identify your skills

Previous Work Experience	Related Skills
e.g. Member of the unit council	<ul style="list-style-type: none">•Able to work in groups•Leadership
e.g. Staff nurse in the emergency department	<ul style="list-style-type: none">•Assessment•Documentation•Team work



You Never Get a 2nd Chance to Make a 1st Impression

- Arrive at least 10 minutes early
- Look professional
- Good posture shows confidence
- Smile, maintain eye contact, appear interested and enthusiastic
- Address interviewer formally
- Match the interviewer style
- Listen effectively

“On average, an interviewer decides to hire in just 5 ½ minutes”

(Wilfrid Laurier University, 2003; University of Waterloo, 2012)



The Questions



- ▶ **Behavioural-Based**
- ▶ Situational/
Hypothetical
- ▶ Skill-Testing
- ▶ Problem-solving
- ▶ **Classic**

)
(University of Waterloo, 2012)



Some Classic Questions:

- Tell me about yourself
- What are your short and long term goals?
- Why do you feel you will be successful in this work?
- What did you like/dislike about your previous job?
- What are your strengths and weaknesses?
- Why did you apply to this organization and what do you know about us?
- Why should I hire you?



Just Remember PAWS & STAR

Profile
Academic
Work
Skills



Situation
Task
Action
Results





Tricky Situations

- Being stumped
- Negative questions
- Having never worked or no recent work experience
- Reasons for leaving last job





Let's Practice...

- ▶ The way you answer difficult questions can make or break your interview. Let's practice answering a few.
- ▶ What do you know about our organization?
- ▶ What makes you the best candidate for this position?
- ▶ What do you look for in a job?
- ▶ What features do you like most (and least) in your current job?





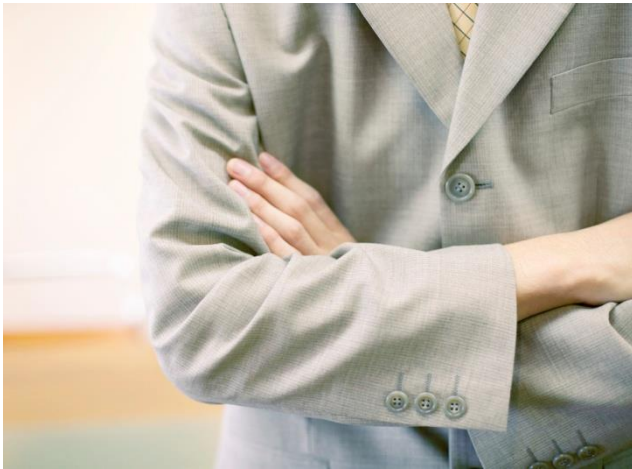
Know Your Rights!

- Race
- Ancestry
- Place of origin
- Religion
- Age
- Marital or family status
- Sexual orientation
- Disability
- Medical history



Actions Speak Louder than Words

- Body language counts
- Always be aware of the message your body is sending





Do You Have Any Questions?

- Asking good questions can show your enthusiasm and knowledge
- Make sure they are intelligent, well-thought-out, and genuinely matter to you





Ending the Interview

- Offer additional information
- Make sure you have covered certain points before leaving the room
- What is the process?
- When will you hear from them?





Follow-Up



- ▶ References
- ▶ Thank you letter
- ▶ Follow-up
- ▶ The Job offer
 - Accepting
 - Postponing
 - Declining
- ▶ Rejection

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Future Webinars

Visit our website for a full schedule of future webinars

Tell your nursing friends and colleagues about us 😊

www.oncologynursingmentorship.ca



Evaluation

- ▶ Please follow the link below to evaluate the workshop
- ▶ <https://www.surveymonkey.com/s/PCN225T>

