(1) WHAT IS THE BEST WAY TO HIGHLIGHT LIFE EXPERIENCES AND ACCOMPLISHMENTS PRIOR TO ENTERING NURSING SCHOOL (ESP. IF SECOND DEGREE STUDENT).

1. Make certain you come to the interview with copies of your resume and give a copy to the person/s interviewing you. On the resume, list projects & accomplishments.

2. Prepare for the interview by listing experiences and accomplishments that are reflective of

- flexibility
- critical thinking
- quick decision making
- planning and organizing
- taking initiative
- motivation
- application of knowledge learned

- leadership
- integrity
- communication
- problem solving
- interpersonal skills
- adaptability

(even if all you did in your life was get up, get out of bed, get breakfast, and get to your interview, you can answer behavior interview questions)
(2) HOW CAN ONE EXCEL IN A BEHAVIORAL INTERVIEW?

These interviews probe into what you have done in the past, not what you do in the future, and certainly eliminate the hypothetical questions: How would you handle it if a customer did xxx?

1. being confident, not cocky
2. come prepared
3. think about the job for which you are being interviewed--what personal and professional attributes would make the ideal candidate and then identify which of your experiences can be used to illustrate these attributes
4. asking for the question to be repeated rather than answer incompletely or wrong or quickly jot the point of the question down to refer to as you answer so you are certain to answer every part of the question
5. practice, out loud, using multiple-part questions
6. bring a list of projects, teams, situations in which you had direct involvement and refer to this list during the interview
7. understand that the interviewer does not care what "we" did, he/she is interested in what "I" did
8. look at the job description for the position for which you are interviewing
What Questions Are "Permissible" for the Interviewer to Ask During the Interview?

This is easier to answer by stating what questions are NOT permissible to ask:

Questions related to these cannot be asked:

- Race
- Color
- Sex
- Religion
- National origin
- Birthplace
- Age
- Disability
- Marital/family status
- What arrangements are you able to make for child care while you work?
- How old are your children?
- When did you graduate from High School?
- Are you a U.S. citizen?
- What does your significant other do for a living?
Where did you live while you were growing up?
Will you need personal time for particular religious holidays?
Are you comfortable working for a female/male boss?
Have you experienced a serious illness in the past year?
Think about a particular situation in which you were involved, what actions you took, and what outcome resulted.

- Give an example of an occasion when you used logic to solve a problem.
- Give an example of a goal you reached and tell me how you achieved it.
- Give an example of a goal you didn't meet and how you handled it.
- Describe a stressful situation at work and how you handled it.
- Tell me about how you worked effectively under pressure.
- How do you handle a challenge?
- Have you been in a situation where you didn't have enough work to do?
- Have you ever made a mistake? How did you handle it?
- Describe a decision you made that was unpopular and how you handled implementing it.
- Did you ever make a risky decision? Why? How did you handle it?
- Did you ever postpone making a decision? Why?
- Have you ever dealt with company policy you weren't in agreement with? How?
- Have you gone above and beyond the call of duty? If so, how?
- When you worked on multiple projects how did you prioritize?
- How did you handle meeting a tight deadline?
- Give an example of how you set goals and achieve them.
- Did you ever not meet your goals? Why?
- What do you do when your schedule is interrupted? Give an example of how you handle it.
- Have you had to convince a team to work on a project they weren't thrilled about? How did you do it?
- Give an example of how you worked on team.
- Have you handled a difficult situation with a co-worker? How?
- What do you do if you disagree with a co-worker?
- Share an example of how you were able to motivate employees or co-workers.
- Do you listen? Give an example of when you did or when you didn't listen.
- Have you handled a difficult situation with a supervisor? How?
- Have you handled a difficult situation with another department? How?
- Have you handled a difficult situation with a client or vendor? How?
- What do you do if you disagree with your boss?

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