



Office of Career and Professional Development

Student Academic Affairs

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Interviewing Effectively

Getting an interview means the employer sees you as a qualified candidate and is interested in hearing more about your training, skills and experience. The resources below will support you in every stage of the interview process, including preparing for an interview, presenting your skills, experiences and interests effectively and following up professionally with an employer.

A. Preparing for the Interview

- RN positions: ^[1] Read our guide on how to interview effectively
- APN positions: ^[2] Read our guide on how to interview effectively
- How to answer the "What's your weakness" question ^[3]
- How to answer the "Have you ever been fired?" question ^[4]
- How to look good in Skype/Video interviews ^[5]
- How to prepare and communicate effectively on a phone interview ^[6]
- Practice your interviewing skills with a counselor ^[7]

B. Residency Interview Online Workshops

- Watch our online workshops on residency interviews ^[8]

C. Looking Polished: What to Wear, and Etiquette

- See what to wear and what to bring to an interview ^[9] on our Pinterest pages
- Watch this great video on dining etiquette ^[10] created by Niagara University

D. Following up: The Thank you Letter

- How to write a thank you letter, with sample ^[11]
- Sample: Thank You Letter 2 ^[12]
- Sample: Thank You Letter 3 ^[13]
- Read how to follow up with an employer after the interview ^[14]

E. Negotiating your Compensation Package

- Negotiating your NP package [15] by Carolyn Buppert
- Salary comparisons can be challenging. For this reason, our office is anonymously collecting new graduate salary information from current UCSF grads (If you're interested in participating, please [CLICK HERE](#) [16] for the qualtrics survey). In the future we hope to make this collected salary data available to UCSF graduates for negotiation purposes. In the meantime, recent grads can check the following websites for comparisons: [salary.com](#) [17], [glassdoor.com](#) [18], and Bureau of Labor Statistics [19]

F. Evaluating, Accepting or Rejecting the Job Offer

- How to negotiate a situation where you have an offer from organization A and are waiting to hear from organization B [20]
- How to write an offer acceptance letter [21]
- How to write a ?declining the offer? or ?withdrawal from pool? letter [22]

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Source URL: <https://career.ucsf.edu/nursing-students/job-searches/interviewing-effectively>

Links

- [1] <http://bit.ly/NursingRninterviewing>
- [2] <http://bit.ly/NursingAPNinterviewing>
- [3] <http://bit.ly/OCPD-whats-your-weakness>
- [4] <http://www.careerealism.com/fired-answer/>
- [5] <https://www.youtube.com/watch?v=rQwanxQmFnc>
- [6] <http://bit.ly/phoneinterviewing>
- [7] <https://career.ucsf.edu/appointments>
- [8] <https://career.ucsf.edu/residency-interview-online-workshops-health-professional-students>
- [9] <http://pinterest.com/ucsfocpd/>
- [10] <https://youtu.be/K4wSWaRaRQ8>
- [11] <http://bit.ly/Nursingthankyouletterdissected>
- [12] <http://bit.ly/Nursingthankyouletter1>
- [13] <http://bit.ly/Nursingthankyouletter2>
- [14] <http://money.usnews.com/money/blogs/outside-voices-careers/2012/01/23/how-to-follow-up-on-your-job-application>
- [15] <http://www.npjobs.com/ajnp.salary.negotiation.shtml>
- [16] https://ucsf.co1.qualtrics.com/jfe/form/SV_cUZlyVZhZrQfPA9
- [17] <https://www.salary.com/>
- [18] <https://www.glassdoor.com/Salaries/index.htm>
- [19] <https://www.bls.gov/bls/blswage.htm>
- [20] <http://bit.ly/OCPD-organization-A-organization-B-job-offers>

[21] <http://bit.ly/Nursingacceptanceletter>

[22] <http://bit.ly/Nursingdeclineletter>