Interview Workshop for Interview Candidates

At many schools around the country, nursing school applicants are asked to complete an interview process as one of the final competitive scoring criteria used to determine who will be invited to join the nursing program of their choice. Our program incorporates this process in our admissions criteria and weights it heavily at 50% of your final decision score. Over 500 applications are received for only 72 spots making it crucial that the applicants perform well to be accepted (or waitlisted) for a seat in our program.

Our first interview workshop was attended by 88 of the 140 interview-invited pre-nursing students. The result? Over 65% of interview workshop participants were accepted/waitlisted for the nursing program.

Here is what you will need to implement an interview workshop at your school:

**Interview Workshop**

1. Determine the DOs and DON’Ts.
   a. Because the scoring criteria of the interview is unknown to the applicants, we had to be careful what information we shared in our workshop. A quick 20-minute meeting with our Director of Nursing helped us determine how to keep ourselves, and the candidates out of hot water.

2. Choose a date and time & book a space
   a. Ideally, you need to pick a space big enough for 75% of the number invited to interview.

3. Recruit current nursing student as volunteers
   a. Reassure current students that no preparation is needed, and that they are already experts on the topic as survivors of the interview themselves. All you need is their time.

4. Assign roles
   a. You will need the following:
      i. Scribes
      ii. Registration tablers
      iii. 1 – 2 current students per table (Accelerated and Regular track mix is important!)

5. Set up an online RSVP system
   a. We use (and LOVE) [www.eventbrite.com](http://www.eventbrite.com).

6. Create a Presentation
   a. [www.prezi.com](http://www.prezi.com) is a great interactive way to spice up your workshop agenda and doesn’t need to be anything special. Here is the link to our prezi: [https://prezi.com/9dodmh2z10jp/interview-workshop-for-fall-2015-candidates/](https://prezi.com/9dodmh2z10jp/interview-workshop-for-fall-2015-candidates/)

7. Gather Materials
   a. Paper agendas for all attendees
   b. Note Pages
c. Dry erase markers / Dry erase boards (borrowed from the University)

d. Join SNA flyers

e. SNA Promotional Cards

8. Gather Feedback!
   a. A great thing about EventBrite is that it has a built-in Survey Monkey widget that allows you to get feedback from all who attended. This is key to improving your next workshop.

What we shared:
1. Registration
2. Welcome
3. Pop Quiz
4. Introduce the Interview Process
5. Introduce the Program
6. Break out into sessions
   a. This is the meat of the program – the Q&A and the time that a small group of candidates will have at their disposal 2 nursing students to explain the *kinds* of questions they were asked (not exact questions!!), the types of answers that were given and what they felt they could have done better.
   b. This is where you will use your scribes to table great questions to be used during the Panel Q&A session at the end of the workshop. The scribes will float from table to table, gathering questions. This helps to ensure all candidates in attendance get to hear questions and answers from other candidates/current students.
   c. **Side note:** UNF’s interview is a Group-Panel interview consisting of 4-5 candidates being interviewed by 3 panelists at the same time. Teamwork is a key component of our interview. Tailor this section to fit the Interview style of your school.

7. Panel Q&A
8. Wrap-up
9. Reflect and Debrief
10. Send Feedback Survey to attendees.
11. Work with Admissions
   a. Work with your admissions director to determine how many of your attendants were admitted and/or waitlisted for your program. Gather statistics and enjoy the fruits of your labor!

That’s it! If you have any questions at all, please feel free to reach out to me. I am more than happy to help you all. All the very best for an awesome workshop!

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Top Left: Current students (pictured in blue polo shirts) and our newly prepared candidates for nursing school!!

Top Right: Interview candidates in their street clothes in the no-stress environment of the interview workshop.

Bottom: Interview candidates receiving tips and tricks from current students.