NP Residency Interview Team Instructions

There are **X** interview teams interviewing **X** candidates. Each group will be assigned a set of questions. You will use the same questions for each candidate that you interview. Please use the scoring sheet to document your notes and to score the candidate on each response. You will have 30 minutes with each candidate.

The behavioral-based questions focus on the following five competencies:

* Teamwork and Collaboration
* Caring and Compassion
* Communication
* Judgment and Problem Solving
* Leadership

You will find the scoring sheet also includes a category for Clinical Competence & Experience and Dedication & Commitment to Underserved Placement. The rating for these two categories should be based on their application packet (i.e. personal statement, CV) and from the responses to the questions asked.

**Please make sure to score the candidates as you go because we will be collecting the sheets immediately after the interviews to compile the scores.**

The scores from the interview will be compiled and reviewed at the end of the day. We will not base our hiring decision solely around the candidates’ scores but will use them in our discussion to make the final hiring decision.

General outline of each 30 minute interview:

20 min Interview questions (5 questions at 4 minutes each approximately)

10 minute Wrap Up

**Interview Guide**

This guide can be printed prior to your interview with a candidate. It will help prepare you for the interview reviewing steps you should take prior to, during and after the interview. Additionally, it provides a quick review of legal pitfalls to avoid.

**Review candidate materials**

* Review the Do’s and Don’ts of Interviewing.
* Review the application packet.
* Review the interview agenda. It’s important that all members of the interview team are aware of who/when the candidate is meeting with the various interview team members and where the candidate should go to next and/or who he/she is meeting with next to ensure a seamless interview.
* Review the interview questions. Customize any questions, as needed, to the applicant’s CV or other materials.

**Open the interview**

* Be prompt. High performers arrive early. Remember, while you are evaluating candidates, they are evaluating you and your organization.
* Be attentive. Turn cell phones and beepers to vibrate and hold calls. The message to the candidate should be: “You are important.”
* Establish rapport with the candidate.
* Introduce yourself. Tell the candidate about your role and how long you’ve worked for the organization.
* Ask for information on the candidate’s professional background, requesting any additional information on past experience that may be relevant, and not included in the CV. The more comfortable the candidate, the more genuine the answers.

**Conduct the interview**

* Make an effort to smile and make eye contact, not to frown, cross your arms, or turn away from the candidate.
* Use the interview scoring sheet.
* As the candidate responds, note key words and score the response on a scale of 1 to 5, with 5 being a response that indicates an excellent match with the existing group.
* Take specific notes and explain why you are doing so: You want to be sure you don’t forget any information.
* Your notes should summarize they key points made by the candidate, as well as points you want to confirm.
* Your notes should identify a candidate’s words and examples, as opposed to your general impressions, so you can better recall why you gave the candidate a particular score.

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| **Team 2-**  **Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Question 1-Teamwork and Collaboration** | | | | |
| Tell me about a time when you were part of a highly productive and well working provider group. What role did you play in making the team successful? (This could also be related to work experience.)   |  | | --- | | **Question 2-Caring and compassion** | | |  | | --- | | Describe specific techniques you have used to convey and communicate that you care for patients and their clinical outcomes.  **Question 3-Judgment and problem solving** | | Tell me about a clinical mistake you made as the treating provider.  What happened and how did the situation work out? | | | | | | |

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| **Question 4-Communication** |
| Tell me about a time when you realized you had to change a way you were communicating to patients. Please tell me what change you made and how that worked out. |
| **Question 5-Leadership** | |
| Tell me about the best Nurse Practitioner leader for whom you have worked. What specifically did this person do? What skills did you learn from him or her, and how have you incorporated these skills into your personal leadership style? | |

**Nurse Practitioner Residency Program**

**Candidate Feedback Form**

**Candidate Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rank 1-5 (1weak, 5 strong) \_\_\_\_\_\_**

**Positives:**

**Negatives:**

**Other Comments:**