



# On-Site Interview Success Checklist



## Pro Tip

*Remember, you're also interviewing your potential employer! Ask these questions during the interview to educate yourself about the opportunity and become a standout at the same time.*

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## UNIT-RELATED QUESTIONS

1. Tell me about your unit size (bed count) and patient population.
2. What is your unit's average daily census?
3. What documentation software is used?
4. Do you participate in Vermont Oxford? If you do, how are your outcomes?
5. Do you do evidence-based practice? If so, what are some of your evidence-based practice projects?

## ROLE-RELATED QUESTIONS

1. What is your in-house neonatologist coverage (days & nights)?
2. What is an NNP's average expected caseload (day & nights)?
3. How is the caseload split between NNP's and MD's, resident and fellows?
4. How are procedures shared among team members?
5. What are the shifts and how is scheduling done?
6. Can you break the NNP "role" down into percentages, from largest to smallest?
7. If a delivery facility, how many deliveries per year do you do and what type of deliveries do the NNP's attend (high risk, C-sections, etc.)?
8. Is the NNP role strictly clinical or do they also perform any nonclinical functions (research, publications, outreach, faculty appointment, etc.)? If so, is there a percentage of the role set aside to do so, or is the NNP team expected to do so on top of their full-time NNP role?

## LEADERSHIP RELATED QUESTIONS

1. As the (insert role title such as unit director, division chief, etc.) what are your one, five, ten-year goals for this unit?
2. How do you see my skills fitting into that goal?
3. How is the NNP role viewed by management and administration?

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## What People Are Saying About ENSEARCH

*I wish to take the opportunity to acknowledge ENSEARCH as the quintessential recruitment corporation for advanced practice neonatal and pediatric nurses.*

*I was recently in the position of job seeker with over 25 years experience in NICU. I knew what I was looking for and considered myself a discriminating candidate.*

*However, after talking with Tim Mattis, I felt that he had a better perspective on my job match than I did! And he was as passionate as I was in finding my best fit! There were no "sales pitches" window-dressed with perfunctory caveats so as to close a quick placement and commission.*

*My experience with the professional staff left me bewildered and in awe. Always respectful of my questions or concerns, demonstrating an attitude of diligence and commitment to meeting my ultimate goal of finding that "perfect job".*

*Fast-forward to two-and-a-half months later, and yes, we have indeed identified and are in the last steps of securing a position that I could have only dreamed of without the assistance of ENSEARCH.*

**- Robin B. RN, MSN, NNP-BC, CNS, PHN, CLNC**

## TEAM RELATED QUESTIONS

1. Please give me a breakdown and tenure of your NNP staff.
2. What has been the retention of your current NNP staff (new grads and experienced)?
3. How many have left in the past 1, 2 years and why?
4. If you are a DNP: how is the DNP role viewed at your facility?
5. How long has the current management team been in place? NICU Manager, Nursing Director, neo leadership team?
6. Describe your onboarding and orientation process.
7. What are the relationships like between the NNP's and the nursing & physician staff?
8. Why did you come here, and why do you stay?

## COMPENSATION RELATED QUESTIONS

1. Are there annual pay increases? If not: What has prevented them?
2. When was the last time they did?
3. When is it expected they will do so again? If so, what has the average annual increase been?

## BENEFITS RELATED QUESTIONS

1. Can I get a copy of your benefits packet?
2. Are there any unusual benefits I should know about?
3. What is your policy on continuing education?
4. Some benefits include bonus incentives for the NNP's...do yours?
5. Is there a set amount of time and budget set aside for conferences? If so, how easy or difficult is it for the NNP's to do so?
6. Do you offer tuition assistance or reimbursement?

**\* Note: Be careful not to focus too much on money or benefits, so as to come off as the job "is all about the money" for you.**