



**NURSING AT MICHIGAN**  
MICHIGAN MEDICINE

**Graduate Nurse Information**  
Gayle York, RN, BS, CHCR  
Nurse Recruiter

# Overview

- How to apply for positions at Michigan
- What are the Nurse Recruiters looking for in the Graduate Nurse candidate?
- Resume Basics
- Hire Vue Virtual Interviews
- Healthcare Source online Reference Assessments



# Applying for GN Positions

- Create a comprehensive resume
- Start looking at the job board 4-6 weeks prior to graduation. [www.UMnursing.org](http://www.UMnursing.org)
- Use the “Career Interest” drop down menu to select Graduate Nurse opportunities
- Apply for positions that interest you
- New positions are posted weekly, on Mondays
- Complete the Hire Vue Virtual Interview







### SEARCH JOBS

Search

## NURSING AT MICHIGAN



# What does a UM Nurse Recruiter look for in a candidate?

- Scholastic Achievement
- Leadership Activities
- Work and Life Experience
- Stellar Written and Verbal Communication
- Professionalism
- A passion for nursing!



# Resume Basics

- Use a chronological format
- Easy to follow, 1-1/1/2 pages, not crowded
- Organize by date, most recent first
- Use simple font, around size 10 is best
- White paper, no graphics
- Cover letter not always needed, unless noted as a requirement in the job posting
- **Do not include:** age, gender, marital status, SSN, family information, photos
- Have someone review it for typos



# Resume Basics

## Demographics

- name, address, phone, email

## Education

- Current university, other degrees, GPA and highlight honors or awards

## Clinical Rotations (optional)

- If used, don't list all. We recommend only listing preceptorship/leadership rotations with the location and hours worked.



# Resume Basics

## Work Experience

- List most recent first, be accurate with dates. List employer name and your position
- List all experience & discuss skills, achievements
- Be interesting, but brief & to the point
- Use bulleted statements & begin with action words
- Haven't worked? Gaps in employment? Worked at home? Make sure to list/explain





# Resume Basics

## Professional Achievements (includes awards & accomplishments)

- RN license information or NCLEX dates
- Awards & Honors
- Collegiate Scholarships
- Special skills, extra training, certifications



# Resume Basics

## Personal Activities (optional)

- Volunteer work (can fill gaps in employment)
- Professional memberships
- Student organizations
- Community activities
- Speak a 2<sup>nd</sup> Language?



# Resume Basics

## References

- Not necessary to list on the resume
- Provide professional references on a separate sheet
- Make sure to check with references prior to listing them
- Take with you to the interview and give to Nurse Leader at the end of the interview
- 3-5 professional references is adequate



# Hire Vue Virtual Interviewing

- Informational email & invitation sent after you apply for the 1<sup>st</sup> time
- Interviews are reviewed by a Nurse Recruiter
- Participating makes you more likely to be considered for an interview
- Take your time, be professional!



# Online Reference Assessment

- Healthcare Source online Reference Assessments
- Used for all of nursing
- Requests at least 5 professional references, with one being a current manager or supervisor
- Scored 1-5 on nursing competencies
- Is used as primary source of references, but also can be used along with calling references





# Questions?

## Nursing at Michigan

Nurse & PA Recruitment & Retention

734-936-5183

[NurseRecruit\\_UMHS@med.umich.edu](mailto:NurseRecruit_UMHS@med.umich.edu)

[www.UMnursing.org](http://www.UMnursing.org)



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