

To assist you in your interview process with the facility, please review the following areas which may be covered during your interview with the supervisor/hiring manager. Remember, the facility has a copy of your work history, skills checklists and applicable credentials, but you must sell yourself to this facility convincing them that you are the best traveler for the position.

Facility name \_\_\_\_\_ Location \_\_\_\_\_  
Interviewers \_\_\_\_\_ Telephone \_\_\_\_\_

**UNIT**

1. Number of beds \_\_\_\_\_ Types of patients \_\_\_\_\_
2. Nurse/patient ratio on days \_\_\_\_\_ Evenings \_\_\_\_\_ Nights \_\_\_\_\_
3. Special equipment that is used \_\_\_\_\_
4. Type of charting/documentation \_\_\_\_\_
5. Special procedure/medication system that is used \_\_\_\_\_
6. **Uniform required?**  Yes  No Provided by:  Traveler  Facility  
If scrubs, is there a required color?  Yes  No **Color** \_\_\_\_\_
7. Number of unlicensed staff available \_\_\_\_\_
8. Patient Care Model \_\_\_\_\_ Primary Nursing \_\_\_\_\_ Team Nursing \_\_\_\_\_
9. Have travelers been utilized previously in your unit?  Yes  No How often? \_\_\_\_\_

**SCHEDULE**

1. Available **date** to start work \_\_\_\_\_ **Length** of assignment \_\_\_\_\_
2. Shift to be worked \_\_\_\_\_ Straight Shift \_\_\_\_\_ Rotating Shift \_\_\_\_\_  
How will it rotate? \_\_\_\_\_
3. Split shift (on 12 hour shift, will I **float** elsewhere for 4 hours?) \_\_\_\_\_
4. Are **weekend shifts** required?  Yes  No How often? \_\_\_\_\_
5. Will nurse be in a "charge position" at any time?  Yes  No
6. Is overtime available or mandatory?  Yes  No \_\_\_\_\_
7. Policy on working holidays \_\_\_\_\_
8. Policy on requested time off or schedule changes \_\_\_\_\_
9. Please explain Call Duty, if required \_\_\_\_\_

**FLOATING**

1. Will floating be required?  Yes  No **How often?** \_\_\_\_\_
2. Will travelers float first or in rotation with permanent staff? \_\_\_\_\_
3. Will travelers be floated in similar unit?  Yes  No Which ones? \_\_\_\_\_  
Throughout the hospital? \_\_\_\_\_
4. Could I float to more than one unit per day?  Yes  No
5. What is the length of the **orientation** for units floated to? \_\_\_\_\_

**FIRST DAY INFORMATION**

1. **Length** and specifics of orientation (hospital vs. unit specific) \_\_\_\_\_
2. Who will be my preceptor/resource person? \_\_\_\_\_
3. **What tests** will be required? \_\_\_\_\_ Is there a study guide available?  Yes  No
4. **Where** do I report? \_\_\_\_\_ What time should I report? \_\_\_\_\_
5. **Whom** do I ask for? \_\_\_\_\_ Should I wear a uniform the first day?  Yes  No
6. Is **free parking** available?  Yes  No **If not, cost** \_\_\_\_\_  
Where is parking? \_\_\_\_\_
7. Comments \_\_\_\_\_

**Have you answered all of these questions? Do you want the job? Ask for it!**