

MedSource Travelers Interview Guidelines

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: _____

SETTING

1. Number of patients seen per day _____ Per unit _____ Types of patients _____
2. Special equipment that is used _____
3. Type of charting/documentation _____
 - a. Computerized? Yes ___ No ___ If so, what system? _____
4. Special procedure/medication system that is used _____
5. Professional attire? _____
 - a. If scrubs, is there a required color? Yes ___ No ___ What color? _____
6. Number of other staff available? _____ What specialty? _____
7. Will assignments be specific to one unit or throughout the entire facility? _____

SCHEDULE

1. Start date _____
2. Length of Assignment _____
3. Shift to be worked _____
4. Going between two or more facilities? Yes ___ No ___ If yes, locations? _____
5. Are weekend shifts required? Yes ___ No ___ How often? _____
6. Will I be in a supervisory position at any time? Yes ___ No ___
7. Policy on working holidays _____
8. Policy of requested time off or schedule changes _____
9. Please explain Call Duty, if required _____

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? _____ Study Guide available? _____
 4. Where do I report? _____ What time should I report? _____
 5. Whom do I ask for? _____
 6. Is free parking available? Yes ___ No ___ If not, what cost? _____
 - a. Where is parking? _____
 7. Comments: _____
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