Conducting a Externship or Summer Job Search
Identifying Externships

- Externship and Summer Opportunity Resource Guide on Career Services Nursing Webpage
- Review Summer Externships With Early Deadlines listed on Career Services Nursing Webpage
- Attend Nursing Career Day - Ask recruiters for externship contact/deadline
- Search by region; you can utilize the American Hospital Directory on the Career Services Nursing Webpage to identify hospitals in specific regions
- Network
Additional Summer Opportunities

- Certified Nurse Assistant (CNA)/Nurse Aide Positions
  - Information on becoming a CNA/Nurse Aide and the CNA/nurse aide registry are available on the Career Services nursing webpage

- Research Opportunities
  - Click on link from Career Services nursing webpage
    - List of Research Centers/Institutes at Penn
    - NIH Summer Internship Program (see end of summer resource guide)
    - Research at the School of Nursing (Approach Faculty Members)
    - Penn’s Center for Undergraduate Research and Fellowships

- Summer Camps (Go to the end of summer resource guide)
- Other Internships (Pennlink, iNet)
- Volunteering
- Shadowing (observing others at their workplace)
Networking

- Why network?
  - Gain valuable inside information about professions, industries, and employers
  - Get leads for externships
  - Benefit from having a whole team of people helping you in the search
  - Establish relationships for future employment
Networking Contacts

- Who is in my network?
  - Family members, neighbors
  - Friends, fellow members of campus groups
  - Professors, TAs, classmates
  - Former employers
  - Former teachers, counselors, coaches
  - Penn Internship Network
  - Alumni: QuakerNet, LinkedIn
  - Members of professional associations
Approaching Individuals in Your Network

- When you talk to people in your network...
  - Let them know what you’re looking for
  - Seek their guidance and advice
  - Ask for suggestions and ideas to help you connect with employers and organizations to find out what they are looking for in candidates
  - Remember you are not asking them for a job!
- Be sure to let your contacts know the results
Contacting Employers

• Identify facilities of interest

• Visit their web sites for further information
  – Click on ‘Careers” or “Nursing” link
  – Conduct a Keyword Search (e.g. nursing students, externship, internship, summer, patient care technician-look at Summer Externship Guide for additional variations)
Contacting Employers (cont’d)

• If you cannot locate application information or specific contact information on the website, call Nurse Recruitment or Human Resources to ask some or all of the following as necessary:
  – Do you have any summer programs for nursing students?
  – What is your hiring timeline? What is the application deadline?
  – Is there a specific contact to whom I should address my cover letter?

• If the phone number for Nurse Recruitment or Human Resources is not on the website, call the main number and ask to be connected

• Follow instructions given via phone or on-line
Tips for Cold Calls

• Be pleasant and courteous to everyone
• Have your resume, as well as pen and paper handy
• Be prepared for a possible impromptu interview
• Be prepared to leave a clear and concise voice mail message.
Prepare Your Documents

• Resume & Cover Letter
  • Career counselors are available to meet with you to review your materials.
  • Take a look at resources and samples and presentation slides on the Career Services website.

• Transcript
  • Contact registrar for official transcripts

• Letters of Recommendation
  • Interfolio (www.interfolio.com)
Application Follow-up

• Follow up your Resume/Cover Letter/Application with a phone call or an email after you send them
  • Confirm they received your materials
  • Reiterate your interest in the position
Before the interview

• Look at interviewing resources on the Career Services website.
• Know what information you want to convey about your interest and qualifications in advance
• Review and practice commonly asked questions
• Check relevant websites for any interesting developments at the hospital/facility and in your field
• Formulate questions to ask
• Do a mock interview
Before the Interview (cont’d)

• Make sure you are clear on the location of the interview and how to get there
• Aim to arrive to interview site about 15 minutes early
• Dress professionally
• Bring portfolio with extra resumes, pen, paper, etc.
• If possible, request a schedule and list of people you will meet during day
Interview Questions

- **Fit**
  - “Tell me about yourself.”
  - “Why are you interested in this hospital/facility?”

- **Behavioral**
  - “Give me an example of ____.”
  - Important skill sets: Clinical, Critical Thinking, Interpersonal, Teamwork, Leadership
  - “What strengths do you bring to this position?”

- **Case**
  - “Suppose ____ occurred with one of your patients...how would you respond?”

- **Issues**
  - “What concerns you about health care today?”
After the Interview

- Send thank you letter within 24 hours (e-mail is fine)
  - Thank interviewer for taking the time to interview you
  - Reiterate your interest in the position (assuming you’re still interested).
  - Touch on any particularly notable highlights of your conversation with the interviewer.
  - Touch on any qualifications that you may have neglected (or not had the opportunity) to mention.
Career Fair Tips

• Plan ahead and prioritize the employers you seek to visit
• Do your research on your targeted employers and prepare thoughtful questions to ask.
• Prepare one-minute summary of relevant parts of your background as it relates to your interest in the employer.
• Dress professionally. Always err on the conservative side if unsure of required attire.
• Bring plenty of resumes to give to employers.
• Arrive earlier in the day if possible.
• Offer a firm handshake, smile and good eye contact when introducing yourself to employers.
• Be gracious if lines behind you (or in front of you) are long.
• Request a business card for follow up and make notes about highlights of the conversation on the card when time allows.
Final Recommendations

• Start your summer job search early
  – Some externships have early deadlines (November-February). Be sure to review the summer externships with early deadlines on the Career Services web site
  – Have your resume prepared in advance

• Be flexible

• Don’t rely on just one summer job search resource
  – Diversify the number and type of resources in your search

• Explore and use resources available through Career Services
  – Meet with a Career Services advisor by appointment or during walk-in hours
  – Become familiar with the Career Services website