

Health Center Staff:
HIRING and INTERVIEW GUIDE
for Camp Nurse Applicants

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Name of Applicant: _____

Credential: ___ RN ___ LPN ___ MD
 ___ NP ___ EMT ___ LG
 ___ FA ___ WFA/R ___ CPR

Overview of Hiring Process

- Application received; information complete.
- Credentials that support position received; dates are effective for camp season.
- References received; information indicates candidate is appropriate for children + job.
- Interview completed on this date _____ by _____
Results of interview are recorded within this Guide.
- Special conditions that affect decision to hire this candidate (e.g. start/release dates vary, need for specific dates off-duty, coming with children/family):

- Parent whose child will be at camp → see completed Parent Questions (inside).
- Returning staff member: Years completed on staff = _____
 Last summer's salary = \$ _____

Job not offered because:

Signature: _____

Job offered.

Salary: _____

Start Date: _____

Release Date: _____

Special conditions:

Signature: _____

INTERVIEW GUIDE

NOTE: Modify questions as needed for your camp situation; delete those are not germane to your camp program.

OPENING STATEMENT

*Introduce self and the hiring process.
Explain interview purpose and format; set time limit.
Set climate by being polite, relaxed, friendly.*

↓ Use the area below to record interview notes ↓

QUALIFICATIONS

- A. Tell me why you are interested in working for our camp.
Personal development? likes camping? affiliation?
- B. What skills have you that make you suited for our nursing position?
Look for a match with the skills described in the job qualifications. Listen for ability to apply knowledge to the camp setting. Does the candidate speak of prevention as well as treatment? Is the person sensitive to psychological needs as well as physical ones? Have they realized that camp healthcare requires comfort with autonomy, minimum equipment, and excellent assessment skills?
- C. As a camp nurse, you will have opportunity to interact with children. Why do you think you would be a good candidate to work with them?
Look for a response that indicates comfort with and ability to relate to children. Ask for a description of candidate's experience with children outside of clinical healthcare environments.

WORK HISTORY

- D. I see you work for (name a place listed on the application form). What are/were your primary responsibilities?
Listen for indicators of caring skills, initiative, ability to assume responsibility, and work with others. Note gaps in work history record; ask applicant to explain the gap.
- E. You provided references for us. If I asked (name of references) for some words that described you, what would I hear?
Listen for descriptors the applicant uses; do they match what the referent said about this candidate?
- If I asked your friends for adjectives that described you, what would I hear?
Listen to the adjectives; will they "fit" with your staff? Are these congruent with the descriptors used by referents?
- Now I'm asking people you've cared for as a nurse. What adjectives would they use to describe you?
Are these indicators of caring, ability to meet individual needs?
- F. Think of your work supervisors. What would they say are your greatest strengths?
Look for match between what is written on the reference form and what the applicant states. Is there congruence?
- If your work supervisors could change one thing about you, what would it be and why?
Assess for appropriateness. Determine if you are willing to coach applicant in this area.

- G. This position includes having you supervise a Health Center Assistant. Tell me about your experience with supervising assistive personnel. What do you expect of them and what can they expect of you?

Assess the applicant's experience, the quality of the relationship they have with assistive personnel, and their commitment to coaching improved skills for the assistant.

- H. Tell me about a time when you disagreed with your supervisor or a co-worker. How did you handle that?

OR: What would you do if I disagreed with a decision you made about a camper's need to see a doctor?

Listen for conflict resolution skills. Win-Lose or Win-Win attitude? Probe applicant's understanding of "collaborate."

ASSESSING ABILITY TO WORK AT CAMP

- I. As you know, this is a camp setting. Describe what you think a camp nurse does during the day.

Listen for a match between applicant expectations and the realities of the job. Has this person talked with other camp nurses? Read anything about camp nursing? What do they think the job will be like?

- J. What do you anticipate will be the hardest thing for you to adjust to while at camp?

Has the applicant thought about what it's like to be at camp – on call at all times, caring for people who are away from their normal support systems, collaborating with the camp director for a safe and healthy season? Is the response something you can work with or does it indicate something which may be a strain?

- K. I'm going to describe a few situations. Tell me how you would handle them using your current nursing, healthcare and camp knowledge.

- a. A 9-yr old is lonesome for home. The cabin counselor asks for help. How would you respond?

Does the response indicate the applicant's ability to work with the staff to resolve the issue or does the applicant assume responsibility for the concern? Does the applicant use the word "homesick" when responding? Are the interventions appropriate to the child's development stage?

- b. A counselor tells you that s/he has the flu. How would you care him/her?

Is basic nursing care appropriate to the flu? Does the applicant address communicable disease concerns? Does the applicant realize that a staff member has job duties; therefore, the director must be involved?

- c. Nancy Camper broke her arm in a fall from the top bunk. You are talking to the parent from the emergency room. Role play that conversation with me.

Assess ability to minimize alarm yet communicate message. What impression does this nurse convey by his/her voice? if you were the parent, would this response instill confidence?

- d. I'm a counselor who tells you that a camper isn't eating meals, goes to the bathroom at the end of each meal, and seems "depressed." How would you handle this?

Does applicant ask questions that get to facts? Is there an assumption of an eating disorder? What other staff does the applicant want to consult? What strategy(s) is given to the counselor voicing the concern?

- e. It's 4:00 in the afternoon and the fifth person has now come to see you because they threw up, have a headache, and ache all over. What are you thinking and what might you do?
Look for epidemiology concerns, concerns with outbreak, interest in getting leadership staff informed/involved.

FOR NURSE WHOSE CHILD(REN) WILL BE AT CAMP

If child will be a camper:

- Have you and your child talked about being at camp together?
Assess parent-child relationship. Is child dependent upon seeing parent often? Is parent dependent upon interacting with child?
- What would you do if your child said s/he'd rather sit with you at meals than with the cabin group?
Assess coping strategies; will the parent keep the child in an appropriate camper mode?
- Cabin counselors can be concerned when a camper's parent is also on staff. How would you minimize this concern?
Has this parent considered the impact of his/her presence upon staff?
- Do you understand our program's tuition reduction program?
Assess the applicant's understanding; be prepared to clarify questions or make appropriate referral.

If parent expects child to stay in Health Center:

- Your child will share your bedroom. Have you thought about the impact of this upon you?
- How will you handle it when you must leave camp with an emergency and your child must stay at camp?
- The Health Center must remain just that, a place of business. How will you handle your child's need for play space?
- Your child may attend camp activities on a "space available" basis. How will you handle it when your child wants to do something that is not open to him/her? How will you supervise your child since our staff are responsible for our campers (not your child)?
- You and your child will be assigned a place to eat in the dining room and expected to follow our dining room procedures – including those for accessing food. Have you thought about what you'll do if your child doesn't eat what's served?

SPECIFICS ABOUT THE JOB

Have you read the job description? Yes No
*If Yes – what questions do you have about the job?
If No – go through the job description with the applicant.*

What questions have you about the job or our camp?
Respond to questions; note what is asked for clues about (a) what is important to the applicant and (b) their "fit" with what we can offer them.

Decision NOT to offer contract: Terminate conversation; thank person for talking with you. Document reason for no offer on front of this form.

Decision TO OFFER contract: indicate your interest in having the person work. Provide information about the job:

1. Hire & release dates/times, fringe benefits, salary, designated time off.
2. Describe living and meal accommodations; include info about nurse's child if applicable.
3. Describe typical daily routine and information about orientation process.
4. Describe nurse's role in relation to campers, parents of campers, staff, and camp administration.
5. Go thru job responsibilities.

Respond to applicant's questions. Terminate conversation. Provide phone/email and describe what happens now – welcome!