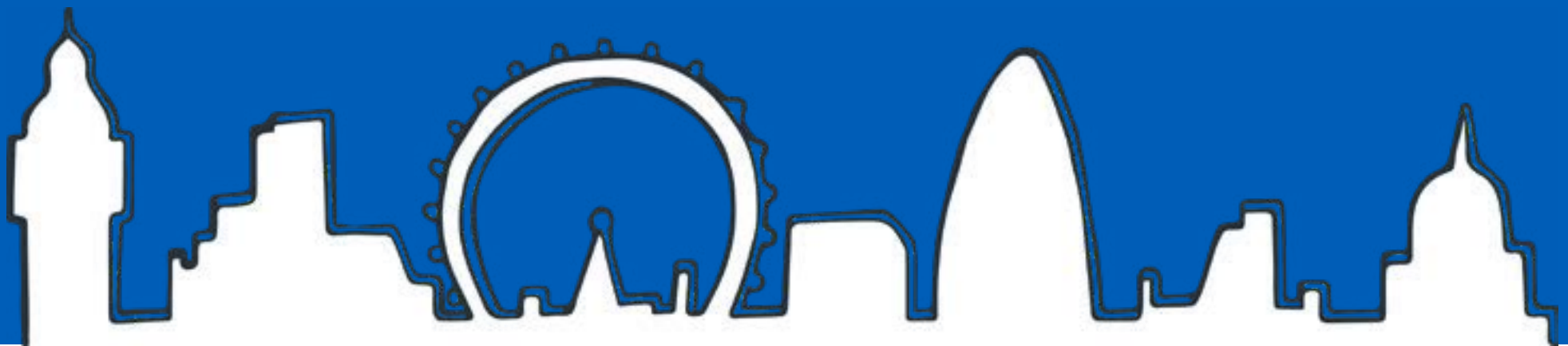


# Your Career Story Toolkit

Find, apply and prepare for success in your ideal role



**CAPITAL** **nurse & midwife**

# Welcome

We've designed this toolkit to help you build your own successful career in nursing. The five chapters go with the accompanying films and take you through the key steps.

We hope you enjoy using the toolkit and we wish you every success as you shape your career story.

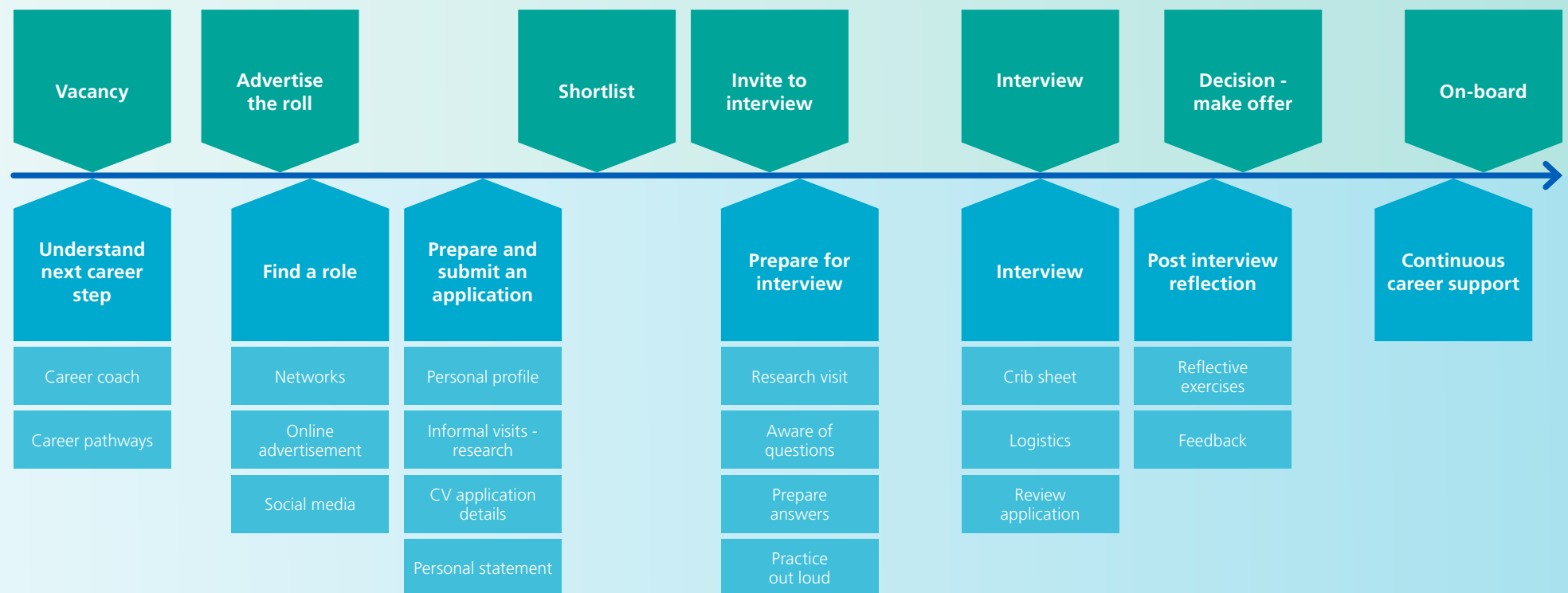
## How to use this toolkit:

- Download a copy of this workbook – it's interactive for your ease. It will promote action and help you save your notes.
- You'll find prompts, questions and templates for personal development, recruitment readiness and personal reflection.
- Print off some pages to mark up and write on.
- Use the buttons at the top of the page to navigate.



# What are the steps to getting the job you want?

## Recruitment process

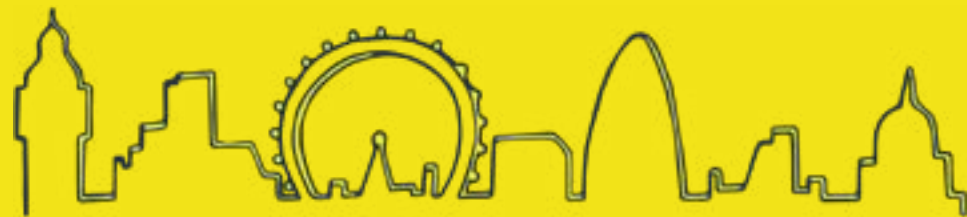


## Activities to undertake

# Chapter 1

## Knowing yourself

Work out the career you want,  
by understanding what you value  
and what you do best.



# What are your strengths and skills?

These exercises will help you focus on what motivates you personally — and reveal your truebrilliance! We suggest you print the page, so you can write on it freely.

## Five key skills

Reflect on your professional achievements. What have you achieved, learnt and shared in your time in the UK and in your home country? Focus on your five key achievements – scribble them on the fingers to the right.

Look at yourself through the eyes of others: your family, your patients, their families, your colleagues, your boss, clinicians. What would they say have been your most positive contributions and achievements? Do they reflect what you see as your strengths?

## What brings you energy in your job?

Writing along the sun's beams in the drawing, note the activities and interactions at work that make you feel positive.

Which people, conversations, environments and clinical activities make you happy? Which of these make you feel confident? Which make you feel inspired?

# What's your current situation?

Ask yourself some career coaching questions to analyse any strengths, weaknesses, opportunities or threats ("SWOT") to consider in your situation.

## Strengths

What have you achieved?  
What are you good at?  
What do you enjoy doing?  
What skills do you use?  
What are your personal qualities?

## Weaknesses

What skills would you like to use?  
What personal qualities would you like to portray?  
Do you lack any work experience?  
When do you fail to achieve goals?  
What do you not enjoy doing?

## Opportunities

Are there any training opportunities?  
What national or local trends/changes could provide opportunities?  
Do you have any unique skills?  
How do your blend of skills help you?  
How can you promote yourself and be visible?

## Threats

Are there any national or local trends/changes that could be a threat to you?  
What are employers looking for that you don't have?  
Who might you compete with?  
Do you always present and promote yourself well?  
Do you use your networking skills?

# Going further: ten self-led career coaching questions to ask yourself

To be successful in your career you need to be motivated by your goals and able to complete them.

The 4CF Framework identifies five principles for creating successful goals:

- Clarity
- Challenge
- Complexity
- Commitment & Feedback

What am I most passionate about and what do I find most rewarding and energising?

What is my primary motivation?

What are my long term career aspirations?

How much opportunity is there for me to work in these areas?

What is my next step / short term career goals?

Am I considering moving to another role?

What are my options?

What support or development will I need to make the transition?

What might I need to do differently?

What action do I need to take?

# Which pathway are you taking?

You've identified your strengths and skills and reviewed your current situation — so where will you go from here? It's worth exploring the different career paths available to decide which one is right for you.



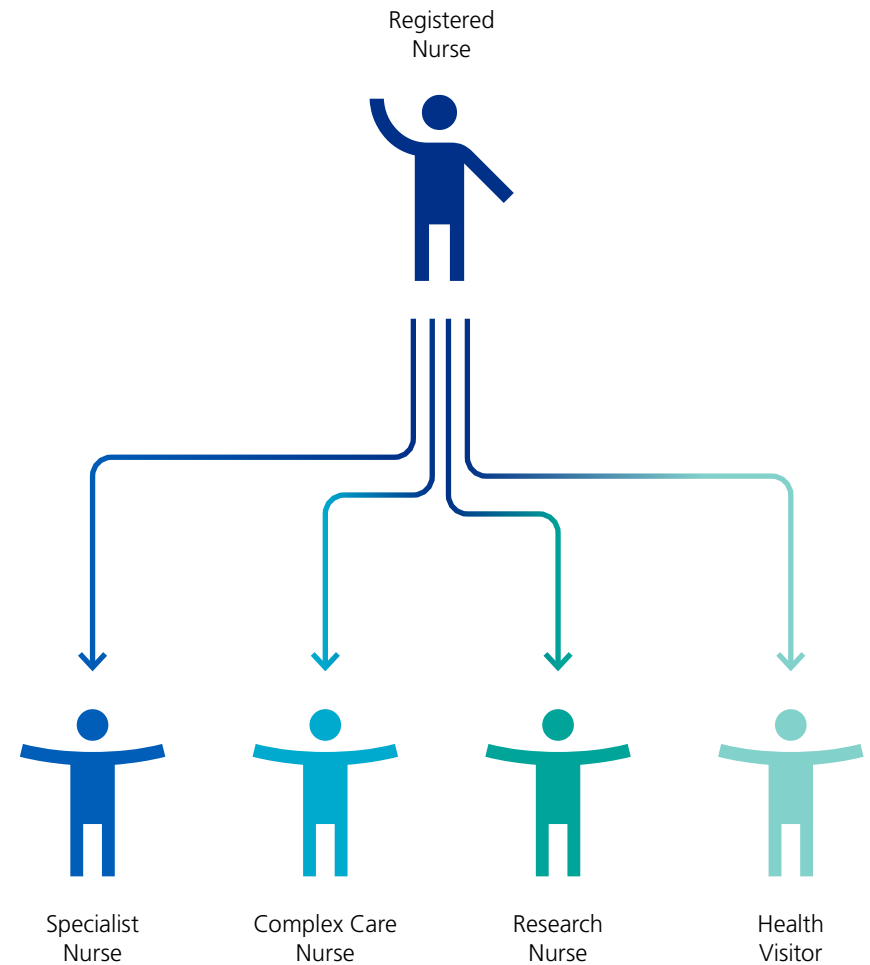
Royal College  
of Nursing  
The voice of nursing

View Nursing Careers Resource



The Royal College of Nursing (RCN) offers resources to help you understand the potential of a nursing career and the potential pathways and opportunities.

You can learn about different roles within clinical, leadership, education and research settings, and find out the knowledge and skills you'll need, as well as possible routes into these roles.





# Understanding your values

Your values are the things that are important to you.

- They often have short labels like: family, friendships, education, personal or professional development.
- Knowing your values matters. It can help you decide whether you're spending time doing what's important to you.
- Some values will matter more to you than others. Is family or personal wellbeing more important to you than work? It can be helpful to rank your values, especially when you have to choose between things that are important to you.
- Track how you spend your time – does it match your values? For example, if friends are important, do you make enough time for them?
- Your values will change over time, so it's important to keep reflecting and challenging your values and habits.

Abundance  
Acceptance  
Accountability  
Achievement  
Adventure  
Advocacy  
Ambition  
Appreciation  
Attractiveness  
Autonomy  
Balance  
Being the best  
Benevolence  
Boldness  
Brilliance  
Calmness  
Caring  
Challenge  
Charity  
Cheerfulness  
Cleverness  
Community  
Communication  
Commitment  
Compassion  
Cooperation  
Collaboration  
Consistency  
Contribution  
Creativity  
Credibility  
Curiosity  
Daring

Decisiveness  
Dedication  
Dependability  
Diversity  
Empathy  
Encouragement  
Engagement  
Enthusiasm  
Ethics  
Excellence  
Expressiveness  
Fairness  
Family  
Friendships  
Flexibility  
Freedom  
Fun  
Generosity  
Grace  
Growth  
Flexibility  
Happiness  
Health  
Honesty  
Humility  
Humour  
Inclusiveness  
Independence  
Individuality  
Innovation  
Inspiration  
Intelligence  
Intuition

Joy  
Kindness  
Knowledge  
Leadership  
Learning  
Life-long learning  
Love  
Loyalty  
Making a difference  
Mindfulness  
Motivation  
Optimism  
Open-mindedness  
Originality  
Passion  
Performance  
Personal development  
Proactive  
Professionalism  
Quality  
Recognition  
Risk taking  
Safety  
Security  
Service  
Spirituality  
Stability  
Peace  
Perfection  
Playfulness  
Popularity  
Power  
Preparedness

Proactivity  
Professionalism  
Punctuality  
Relationships  
Reliability  
Resilience  
Resourcefulness  
Responsibility  
Responsiveness  
Security  
Self-control  
Selflessness  
Simplicity  
Stability  
Success  
Teamwork  
Thankfulness  
Thoughtfulness  
Traditionalism  
Trustworthiness  
Understanding  
Uniqueness  
Usefulness  
Versatility  
Vision  
Warmth  
Wealth  
Wellbeing  
Wisdom  
Zeal

# How to identify your personal values

There are many ways to identify your values. One method is to use a word list and narrow it down. This approach is adapted from TapRoot's core value identification activity, with the goal of finding your five core values.

Follow the steps below. It can be helpful to set aside a period of undisturbed time to fully focus on the task.

1

From the list on the previous page, choose and write down the values that resonate most with you. Don't overthink it, but try to be selective. Ask yourself 'Why this one?' No need to stick to the list: you can write down other values too.

2

Group the values into five categories/ groupings in a way that make sense to you.

3

Once you have five groupings, choose one value from each group as an overall label (or make one up). So 'balance', 'health', 'personal development', 'wellbeing' and 'spirituality' – could be grouped as 'wellbeing'. Now you have five core value groups with important values embedded within them.

4

You can stop the exercise here or choose to add a verb to each of the core values to make it actionable. For instance, you could make 'wellbeing' into 'Promote wellbeing'.

5

Rank the core values from most to least important. Write the prioritised list. Now you have a list you can return to when making future decisions.

6

Compare your list with the NHS Values:

<https://www.gov.uk/government/publications/the-nhs-constitution-for-england/the-nhs-constitution-for-england#nhs-values>

Where is there overlap or tension?



# Your personal profile

Use this template to bring together what you've learned about yourself in this chapter.

My name is and I am a...

My top 2 skills are...

My key value is...

My experience is...

I have extensive / expert knowledge in...

My mission / purpose is...

# Tailoring your personal profile

Make sure your profile is always tailored to the role you want. This means creating a different profile everytime you apply for a different opportunity. Below is an example.

## Lora's personal profile for a role in critical care and education...

My name is Lora Espancho. I am a Critical Care Nurse and an Educator.

I have more than 10 years' experience in critical care and have spent the past three years mentoring and supporting the development of IENs in NCL.

My key skills are teaching others how to communicate their achievements, and coaching IENs to develop careers that meet their personal goals.

I have a motivational style that has been instrumental in successful applications at bands 6 to 7.

I am passionate about the NHS being led by individuals who represent the community it serves.



## Lora's personal profile for a different role, in yoga and movement...

My name is Lora Espancho. I am a yoga teacher and a movement enthusiast.

I started practising yoga in 2012 and have spent the last 10 years exploring different yoga styles and other movement disciplines.

My key skills are connecting with people and simplifying yoga poses to be accessible to anyone and everyone.

I have an inclusive style that has been instrumental in encouraging 25 people from different walks of life to join my yoga community in the last 12 months.

I am passionate about yoga and movement as a way of improving health and well-being for all.



# Creating a great personal profile on LinkedIn

**Add a professional profile photo.** Members with a profile picture get up to 21 times more profile views.



**Write a headline.** One is created for you when you add positions to your profile, but you can rewrite it to stand out. You can also add different sections to your profile to showcase skills and expertise.



**Add a summary.** The 'About' section of your profile should express your mission, motivation and skills to people who view your page. Include your personal profile.



**Add work and education experience.** Keep your profile updated with professional experiences that align with your career goals.



**Add relevant skills** to showcase your abilities. Your connections can also endorse those skills which makes it easier for you to be discovered for relevant roles.



**Add volunteer experience.** Don't underestimate its importance.



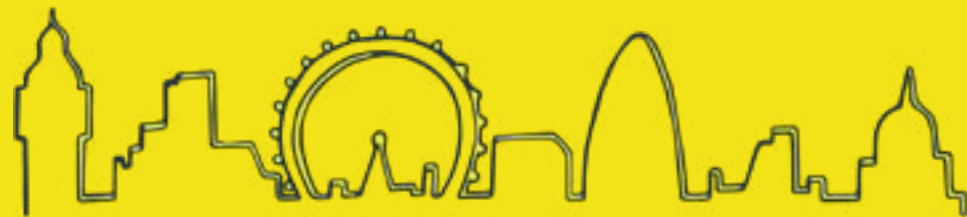
**Request recommendations** from your connections. There's no limit to number of recommendations you can have. Once you accept a recommendation, it becomes visible to your network.



# Chapter 2

## Making your application

Find the job you want, understand the process, and put together a strong application.



---

---

---

---

---

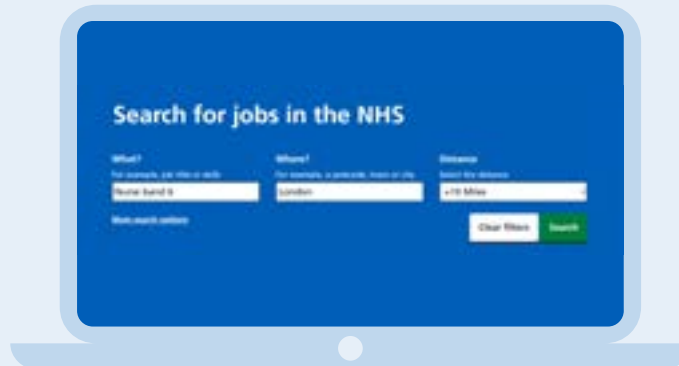
---

---

---

# Finding the job you want

## NHS Jobs



## Word of mouth

Connections and networks



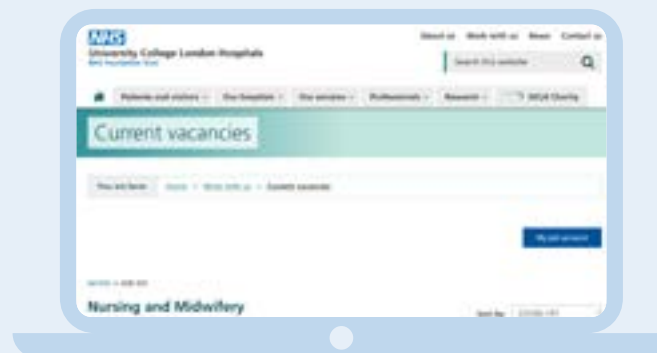
## Create your own opportunities

Shadow different depts / nursing



## Organisations

e.g. UCLH



## Social media

Linked-In



# Understanding the job description and person specification

## A typical a job role

Job descriptions usually start with a summary of the setting and what the job involves. Read the description carefully to understand if you will suit the role - and if it will suit you.

**Job summary** - Following the expansion of vascular services at London Hospital Trust, we are seeking experienced Band 6 Nurses to join our team on the vascular ward. If you want to work in a dynamic and fulfilling team environment, then this job is for you.

You will be flexible and committed to maintaining and improving patient experience. You will have good organisation skills and have experience of liaising with members of the multi-disciplinary team, as well as experience of supporting recruitment campaigns and interviews. You will also possess excellent verbal and written communication skills as well as good IT skills.

**Main duties of the job** - Facilitate a high-quality, cost-effective specialist service through monitoring and audit and other quality initiatives agreed by the Trust.

Lead on and participate in key developments relating to the speciality so that high-quality patient-focused services are promoted.

Enhance the interface between staff, patients, community staff and visitors.

Develop and utilise information systems to aid regular audit of the clinical role and to provide a quarterly incidence report for the Health Authority and an annual activity analysis and speciality report.

Attend and participate in multi-professional team meetings.

Set, monitor and review standards of care on a regular basis and initiate corrective action plans.

Identify and intervene where circumstances contribute to an unsafe environment for patients and staff. To bring instances to the attention of the Sister/Charge Nurse for the area.

## Identifying the skills, knowledge and experience you'll need

Watch out for words and phrases (highlighted below) that tell you the skills and knowledge needed for the job.

- Demonstrate appropriate practice and **specialist advice in the assessment, planning, implementation and evaluation of patient care**. This includes history taking, physical examination and the requesting of agreed diagnostic procedures/clinical investigations.
- To be an **effective communicator** with patients/carers/families regarding disease treatment and management.
- Ensure that **sensitive** patient records are stored appropriately.
- Facilitate a high quality, cost effective specialist service through **monitoring and audit** and other quality initiatives agreed by the Trust.
- Identify and intervene where circumstances contribute to an **unsafe environment** for patients and staff. To bring instances to the attention of the Sister/Charge Nurse for the area.
- Ensure that the learning environment and **specialist training** is appropriate for both pre and post registration learners and participate in the development of appropriate programmes.



## Making use of key phrases and repetition

Repeated words and phrases (as highlighted below) indicate the employer's priorities. Try to use them in your application.

### High quality

- All with a long history of **high quality** care, clinical excellence, research and innovation.
- Facilitate a **high quality**, cost effective specialist service through monitoring and audit and other quality initiatives agreed by the Trust.
- Ensure that patients receive **high quality** clinical care and a good patient experience, having regard for their customs, religious beliefs and doctrines.

### Specialist

- Ability to assess, plan, implement and evaluate **specialist** care delivered to patients/clients and give relevant advice/information to patients and relatives.
- They require highly **specialist** care including
- We provide **specialist** care for patients including heart and lung, cancer and renal services.
- Demonstrate appropriate practice and **specialist** advice.

### Leadership

- Provide a **leadership** role model and demonstrate specialist knowledge and high standards of clinical practice and provide support or advice when necessary.
- Evidence of involvement and **leadership** in teaching and mentoring learners.
- **Leadership** qualification
- To provide **leadership**, support and guidance to staff in monitoring the planning delivery and evaluation of individualised care.
- You will also be provided X training and offer additional courses to advance your **leadership** and clinical skills to enable you to be the best you can be.

# Writing your application

You'll be asked for personal details and a personal statement. All your information should be an honest and authentic summary of your achievements and experience for the role. The application should also show your drive and determination and make an impactful first impression.

## Key elements of an application:


### Personal details

- Name
- Address
- Phone number
- Email address



### Personal statement


A short, summary of your CV, like you see on the back of a book. It's an opportunity to highlight your best points and make the employer want to read on. Keep it short and use positive language. Aim for 4-6 lines. Content – examples of your impact and experiences to show how you meet the job description. Summary – opportunity to demonstrate your passion and motivation for the role.

 **TIP:** Tailor it to the role. Examples at an appropriate level.



### Employment History


Detail your employment history, starting with your current or most recent.

 **TIP:** Make sure that any experience you mention is relevant to the job you're applying for. Account for any gaps. Detail roles outside of NHS / UK if relevant.



### Education and Qualifications

Give a summary of your educational and professional qualifications. Include courses and professional development.

 **TIP:** Include only the most relevant for the job and always start with your most recently gained educational qualification.



# Updating your employment history

Employment history is one of the most important parts on your CV - it shows what you've achieved and gives proof of your skills and experience.

## Tips for describing your employment history:

- Back up your skills with facts or statistics. Figures help the reader understand the size and scale of your role or project.
- Talk about your achievements as well as your responsibilities.
- Choose the most relevant achievements for the role you're applying for.
- List your roles in order – most recent first.
- Include any awards that you received for your work.
- Use thoughtful adjectives and include keywords that appear in the job description.
- Try using positive action words such as collaborated, instructed, performed, presented, trained, educated, arranged, championed, owned, directed, and empowered.

These examples are the foundation for the examples you use in your personal statement and interview answers.

For current and most recent roles use the present tense.

Assess patients after surgery and facilitate communication between patients, their families and the medical staff

Oversee a team of over 30 nurses in a facility with 105 beds

Combine your selection of action verbs with quantifiable results to show both what you did and the effect it had.

Championed the use of ANTT to see improvements in central line care, resulting in 50% reduction in central line associate infections.

For past roles use the past tense.

# Creating an interesting and credible application

## Best practice tips

### Be relevant

- Choose impactful examples that align with the role's requirements, the person specification and the job description.
- Demonstrate skills at the appropriate level.

### Have a clear structure

- Use headers, bullet points, and concise paragraphs.
- Choose a template that gives you a clear, professional-looking document.

### Tell your stories

- Integrate personal anecdotes relevant to the competencies - to make examples memorable.
- Showcase experiences that set you apart from other applicants.
- Make the most of the word count in your personal statement.

### Demonstrate NHS values

- Illustrate a genuine commitment to NHS values.
- Align examples with these values for authenticity.

### Make an impact

- Show how you can make a difference and have the right qualities for the role.
- Use clear, confident language to make a positive impression.

### Pay attention to quality and detail

- Use plain English for clarity.
- Check for grammar, spelling, and coherence.

## Personal statement tips

- Weave in your personal profile, examples of impact, your motivation and passion for the role.
- Focus on key strengths that align with the job description, rather than listing lots of generic skills, responsibilities and achievements.
- Focus on outcomes and the impact you've had. In the personal statement show how your actions improve patient care and support your colleagues. Use the [STARR method](#).
- Describe your unique knowledge, skills and experiences – including courses, education and volunteer experience.
- Make sure your examples relate to the appropriate level and showcase your skills.

## CV and personal details tips

- Keep it short and relevant — not more than two A4 sides. Don't include personal references, minor details or anything negative.
- Make it look clear, smart and impactful. To make it easy to read, have plenty of space between sections and use bullet points.
- Be complete and logical with dates. List items in the right order. State your most recent jobs first and make sure there are no gaps.
- Avoid jargon and abbreviations that only made sense at a previous job. Keep your language simple and clear.
- Be accurate — check carefully for any spelling, grammar or punctuation mistakes. It's best to get someone else to check it for you.

## Remember, your application must:

- gain **ATTENTION** with the right impact
- create **INTEREST** with relevant evidence
- give **CONFIDENCE** through clarity and quality



# Application checklist

Before you submit your application...

Put your application to one side for a while, overnight if possible. Review it with fresh eyes.

Is it brief, to the point and easy to read?

Ask a trusted friend or colleague for honest feedback – they may spot things you've missed.

Are you presenting yourself professionally? Are sentences and paragraphs concise?

Remove irrelevant material.

Run a spelling and grammar check.

Cross-reference your application with the job description: key skills, knowledge & experience, key phrases, attributes.

Are your examples pitched at the relevant level?

Have you read and addressed all key criteria?

Is it too modest? Be honest and authentic but also confident about your experience, achievements and skills.

Do you clearly articulate why you want the role? This should show your research and knowledge of the job and organisation.

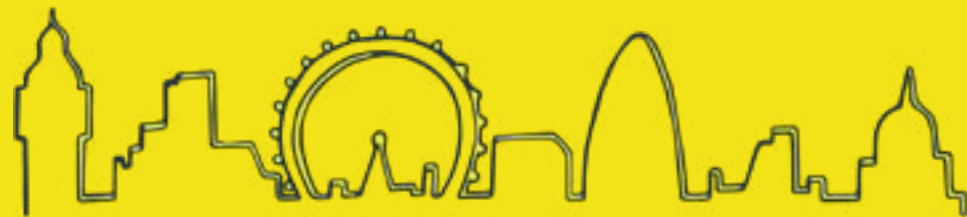
Ensure you have highlighted technical skills and experience but also your values and leadership style.

Make sure you're prepared to talk in depth about the examples you have used at interview.

# Chapter 3

## Preparing for interview

Know what to expect and how to respond.



---

---

---

---

---

---

---

---

## Interview advice from nurse recruiters

” It’s essential for candidates to connect their skills - clinical, specialist, leadership or educational - to the requirements outlined in the job description.

” Even if questions seem specific, candidates should mention other relevant skills to provide a comprehensive view of their capabilities.

” As an example, when discussing audit experience, candidates can integrate teaching, clinical expertise, interpersonal skills or innovation into their responses.

” It is so important to explicitly detail relevant skills and experiences, to showcase your suitability for the position.

” The recruitment panel can only evaluate you based on the information provided at interview, so explicitly connecting skills to the job requirements is critical.

” With broad, opening questions like “Tell me about yourself” or “Why did you apply for this role,” I appreciate succinct and relevant answers that highlight key experiences aligned with the role’s skills.

” I find that structuring responses in threes makes them memorable.

” A memorable response is where a candidate shared a personal story. They explained how growing up with a parent having a cardiac condition fueled their dedication to studying nursing. In the last two years, they specialised in cardiac nursing and became an expert in the field.

” Their application stemmed from a desire to share their skills for the benefit of patients and learn from the multi-disciplinary team to further develop expertise.

” I value answers that not only showcase the relevant skills but also demonstrate a genuine commitment to the role and what they can uniquely bring.

# Questions you may be asked

Here are some examples of questions to expect. Remember it's a conversation, so be ready for open questions aimed at helping you talk about yourself.

## Ice breakers / opening questions

- How did you prepare for the interview today?
- Why have you chosen to apply for this role?
- Tell us succinctly why you are the right person for this role?

## Experience

- Please tell us about your experience and expertise in [specialism]
- Why are you interested in a career in [specialist area]?
- Please summarise your clinical experience for us?
- Are you proficient in (specialist procedures)?
- What is your experience of (research / audit / change management / supervision / teaching)
- How would you respond to XXX scenario?

## Communication

- How do you ensure that the patient is heard?
- How do you advocate for patients?

## Equality, diversity and inclusion

- How do you ensure that all patients are treated equally?

## Learning and development

- How have you educated others?
- Over the last year what has been your most impactful personal development?

## Values

- How have you contributed to improving the quality of care in previous roles?
- How have you shown empathy and kindness to patients in previous roles?
- How would you deal with a difficult or confrontational patient?

## Leadership and management

- How do you influence your colleagues to ensure patients receive the best care?
- What is your leadership style?
- How do you deal with a colleague who is constantly late?

## Finance / budgets

- What budgets have you been responsible for?

## Quality

- What is your experience of improving the quality of care?
- How do you use audits to improve patient experience?
- How do you work with colleagues to ensure excellence in patient outcomes?



# Structuring your interview answers

**STARR** stands for: **Situation**, **Task**, **Action**, and **Result** and/or **Reflection**.

This is a useful tool to help you prepare and answer competency-based interview questions.

To avoid spending too long talking about the situation and task, consider changing the sequence to RATS, so you start with the result. In this example your answer might begin:

*"I am glad you asked me that because I feel a real strength of mine is remaining calm whilst showing empathy. The result of my effective communication skills in a challenging situation was the de-escalation of a confrontational encounter with a patient's family member on the palliative care ward."*

Make sure your answer or example focuses on the results, and your actions to achieve these.

## Situation

Set the scene.

"I was on a busy shift on a palliative care ward when one of the patient's family became confrontational as they felt their loved one wasn't getting enough care and attention."

## Task

What was the task, what was your responsibility?

"As the nurse on duty, I needed to look after the wellbeing of both the patient and their family members, while also keeping a calm and professional environment, managing staffing and looking after my colleagues."

## Action

What action did you take? Detail the complexity, the interactions, influence & negotiation.

"I calmly listened to the individual's concerns, then spoke with the family in a quiet room, hearing their grievances and assuring them their loved one's care was a top priority for me and the team. I explained the reasons for the delays and when these could be resolved. I also offered further support from a member of the team."

## Result/ Reflection

What impact did your actions have? Did you meet the aim of the task? Was there a positive outcome?

"By demonstrating active listening, empathy, and clear communication, I was able to de-escalate the situation and reassure the family member. They told me how grateful they were for my understanding and felt reassured about their loved one's care. The rest of the shift went smoothly, and my relationship with the family remained strong during the patient's time with us."

# Alternative ways to frame your answers

The four Fs. This is a good way to provide a rounded answer that covers all bases.

The four Fs are: facts, feelings, findings and future:

## Facts

An objective account of what happened — events and key moments, rather than opinions

### Helpful questions:

- What? Who? Where? When?
- Did anything unexpected happen?
- Did anything very predictable happen?
- What were the turning points or critical moments?

## Findings

Your learnings and interpretation. The main questions are how and why?

### Helpful questions:

- Why did you do what you did?
- Why did or didn't it work?
- How did your feelings influence things?
- What would you have done differently?

## Feelings

Your emotional reactions to the situation — describe how you felt.

### Helpful questions:

- What feelings did you experience?
- At what point did you feel most or least involved?
- At what points were you most aware of controlling/expressing your feelings?
- What were your personal highs and lows?

## Future

What you'll do next time — structuring your learning so you can use it in the future.

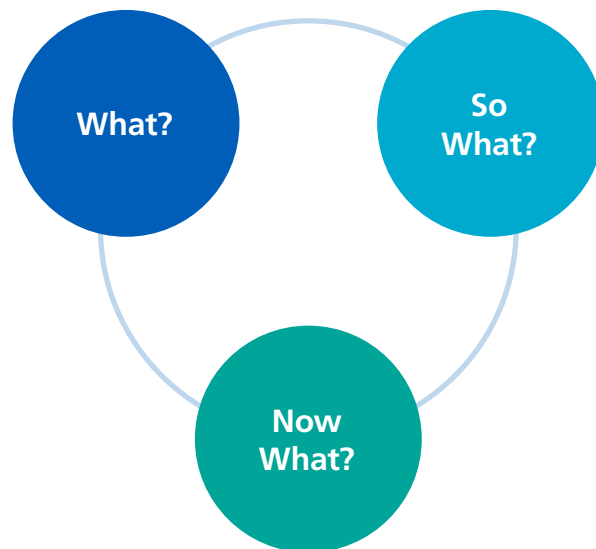
### Helpful questions:

- How do you imagine using what you have learned?
- What choices do you have?
- What plan can you make for the future?

# What? So what? Now what?

This is one of the simplest frameworks for reflection. Use the three questions to evaluate any incident you've been involved in, which you want to learn from.

Rolfe et al's (2001) reflective model:



This model is easy to remember, it can be applied to any experience, and you can build on your initial answers to give more depth.

## What?

Describe the situation, including facts and feelings.

Ask yourself 'What...?' questions such as: What was I trying to achieve? What was my role? What was good or bad about the experience?

## So what?

Consider the knowledge you and others had in the situation and any knowledge or theories that could help you make sense of it.

Ask yourself 'So what...?' questions such as: So, what have I learned? So what could I have done differently?

## Now what?

Create an action plan, based on the previous questions.

Ask yourself 'Now what...?' questions such as: Now what will I do differently next time? Now what will I do to make sure I follow my plan?

# Values at interview

You may also be asked questions directly about the values in the NHS constitution. These will be around:

- Inclusion
- Improvement
- Compassion and Care
- Safety
- Working across boundaries
- Patient centred care
- Accountability / value for money

It is good practice to weave these themes into your interview answers. When talking about specific nurse clinical skills – talk about patient centred care and how you showed compassion.

## LGT's Vision is to be exceptional.

Exceptional in the quality of patient care, our support for colleagues and in the difference we make through our partnerships and in our communities.

To help us achieve this, we have four shared values. One overarching value, and three further 'over' values that guide us in our decision-making.

LGT Values are **Respect, Compassion and Inclusion** as our overarching value, supported by:

- Being accountable **over** staying comfortable,
- Listening **over** always knowing best, and
- Succeeding together **over** achieving alone.

And these come together to create our LGT Vision and Values.

Show them about LGT, the work we do, and our vision to be exceptional from some of them LGT here



**Our values, behaviours and standards**

How we serve patients and their families, and how we are with colleagues in the Trust and beyond.

We are committed to delivering top-quality patient care, excellent education and world class research.

**Safety**  
**Kindness**  
**Teamwork**  
**Improving**

We strive to keep improving

We achieve through teamwork

We offer you the kindness we would want for a loved one

We put your safety and wellbeing above everything

## Our values

### At King's, we are a kind, respectful team

**Kind.** We show compassion and understanding and bring a positive attitude to our work.

**Respectful.** We promote equality, are inclusive and honest, speaking up when needed.

**Team.** We support each other, communicate openly, and are reassuringly professional.



# Talking about inclusion

Compassionate and inclusive leadership builds connections across boundaries, ensuring that the voices of all are heard in the process of delivering and improving care.

To nurture a culture of compassion, organisations require their leaders – as the carriers of culture – to embody compassion and inclusion in their leadership.

Where leaders model a commitment to high-quality and compassionate care, this impacts everything from clinical effectiveness and patient safety to staff health, wellbeing and engagement.

Inclusive cultures depend on inclusive leaders. Ensure you showcase your knowledge and commitment to the Equality, Diversity and Inclusion agendas.



## This may include:

- The importance of allyship.
- The importance of representation across the workforce.
- Action and ownership of the agenda at all levels.
- The importance of leadership accountability.
- Speaking up

# Interview crib sheet

Use this sheet to prepare for your interview. Take it with you and refer to it if needed.

Name:

Role

Interest:

How did you prepare?

Why do you want this job?  
Top three reasons / what can  
you bring to the role?

Three key things you want  
the panel to know about  
you? (related to the skills  
and experience sought by  
the role)

Questions at the end  
of interview



R

A

T

S

R

A

T

S

R

A

T

S

R

A

T

S



R

A

T

S

R

A

T

S

R

A

T

S

R

A

T

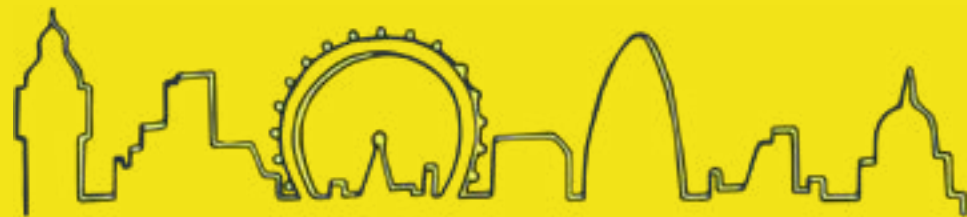
S



# Chapter 4

## Interview and beyond

Make your best impression, and learn from the experience.



# Making the right impression

It matters how you come across. Think about how you can gain your interviewer's attention, build interest and give them confidence in you.

## Attention

Tell a human story that's memorable and includes specific names, departments and job roles.

## Interest

Show you've researched the organisation and role.

## Confidence

Be authentic, make eye contact, and provide facts to demonstrate your points.

"As well as having confidence in their skills – I really need to believe them, that they're authentic and want to make a difference in the role they are applying to."

– **Feedback from interviewers**

# What interviewers need to hear

Interviewers ask about nurses' experience in handling challenging situations to evaluate resilience, planning, interpersonal skills and areas for development. They like to hear you showcase how you navigate challenges with a holistic approach. Ideally, aim to demonstrate:

## Perspective-Taking and Compassion

Ability to see different perspectives.

Staying calm and compassionate, especially in emotionally charged situations.

## Resolution with Boundaries

Effectively seeking resolutions while setting appropriate boundaries.

Ensuring decisions prioritise patient care and staff safety.

## Seeking Support and Advice

Proactively seeking advice and support when needed, knowing when and who to ask for help

Show integrity, honesty and commitment to collaboration.

Interviews like hearing about nurses' reflective practice, assessing past situations and showing they want to learn and improve. Use examples like "I did X, but with hindsight, I've learned..." or "After the incident, I did research to mitigate future occurrences".

**In summary**, interviewers like answers that showcase your ability to handle challenges with empathy, strategic thinking, and a commitment to learning.

# Reflecting on the outcome of your interview

## If you're offered the role...

- Consider how you will help the person who replaces you.
- Make sure you've captured all your achievements from your current role (while it is fresh in your head).
- Reaffirm connections and write recommendations for the people who have helped you in your current role.
- In your induction, make sure you're clear what's expected of you, and ask if there's anything you're not sure about.
- Share insights with your new line manager about your well-being and career needs.
- Acknowledge it can be challenging starting in a new role and balancing work with home life.



## If you're not offered the role...

- Be positive: typically, five people are seen for each role, so it's a relative assessment, on the day in that moment.
- Remember Interviewing is a skill that takes time to practice. Ask for feedback verbally if possible, explaining you want to understand how you can enhance your application next time.
- Consider whether it was the right role for you, and which roles you should apply for now.
- Look at the requirements for your development plan and consider getting a mentor or coach.
- Develop your network with new contacts to expand your knowledge, skills and experience.
- Ask for opportunities within your current role to gain exposure to new and relevant tasks.



# Your post-interview checklist

Use this form to review and reflect further on your interview.

Role:

Date:

Interviewers:

Was this the right role for you to go for? Would you say yes if offered?

Capture what you did well and what could do differently. What have you learnt in case of a second interview? What could you build on?

If you were offered the role – what would you ask in terms of induction (e.g. who to be introduced to) What actions would you need to undertake before starting in the role?

Capture the questions – so you can practice how to answer these for the future.

Do you have any feedback for the interviewers?

Is there anything you could have done better in preparation (did you have positive energy, examples, research?) – what

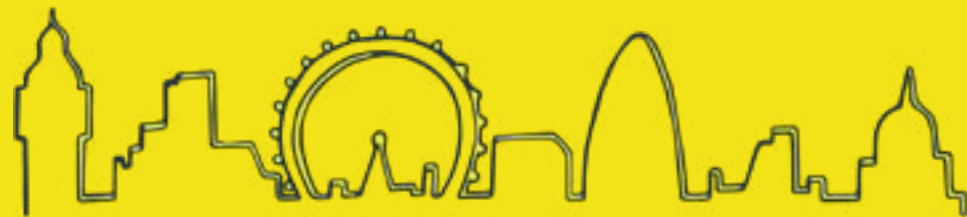
Was there anything on your crib sheet you didn't highlight and why not?

Was there anything you talked about that wasn't in your written application?

# Chapter 5

## Help with your career journey

Make the most of the support and resources available to you.



---

---

---

---

---

---

---

---

---

---

# Capital Nurse Career Framework

You can access the Career Framework by registering with Capital Nurse via:

<https://careerframework.hee.nhs.uk/public/report.aspx?memberqueryid=9BF59D3F-BD04-497B-A2E1-0D2DC91C38EB>

This tool helps you to assess where you currently are against the frameworks where you aspire to be based on the benchmark of all four pillars of nursing.

## Clinical practice

Delivery of person-centred, safe and effective care.

## Communication

Sharing of health and care related information between a nurse and those in their care with both participants as sources and receivers. Information may be verbal or non-verbal, written or spoken.

## Teamwork

A dynamic process involving two or more health care workers who work together effectively to achieve value added, patient, staff and organisational outcomes (WHO, 2012).

## Leadership

The capacity to influence people by means of personal attributes and/or behaviours to achieve a common goal (CIPD, 2016).

## Professionalism and integrity

A set of values, behaviours and relationships which underpins the trust the public has in nurses.

## Research and evidence

Contributing to the body of nursing knowledge and using evidence to inform safe and effective practice.

## Safety and quality

Reducing the risk of harm and ensuring the best possible health outcomes for those receiving care.

## Facilitation of learning

Creating an environment for learning and engaging in teaching and assessment

## Development of self and others

Helping self and others to identify learning needs and opportunities to achieve agreed goals

## NHS Careers Resource Portal

You can access this central online resource, which provides a range of practical tools and learning resources for career development including:

- Resources and tools to help make career choices and decisions
- Exercises to help with career planning
- Advice on completing strong applications, CVs and supporting statements
- Support and advice on how to find opportunities, e.g. through search firms, networking, job websites
- Tools and resources for preparation and performing at interviews and assessments

### It specifically focuses on:

- CV Advice
- Interview support
- Finding opportunities
- Career Management and Planning

The portal has been created with leadership roles in mind, so not everything may be relevant — but you'll still find a wealth of valuable learning here.

You can access the Career Resources Portal through the single Sign-On to the Leadership Academy Online Learning Platform.

<https://profile.leadershipacademy.nhs.uk/>

## Coaching and mentoring

Coaching and mentoring is an inclusive offering available to all professions within the NHS and social care, irrespective of pay grade, clinical and non-clinical roles.

Whether you are leading an organisation, heading up a service, managing a team or leading yourself and colleagues, coaching or mentoring can support you on your leadership journey. Career coaching is often valuable when making career moves.

Mentorship may also be useful when embarking on your leadership journey, to learn from others who have experienced the transition and can share that knowledge with you.

To access coaching and mentoring via NHS Leadership Academy please register as a coachee or mentee via the coaching and mentoring hub:

<https://coachingandmentoringhub.nhs.uk/>

## Talent Timebanking

This unique platform is for everyone working in health and social care to develop their talent through skills exchanges.

It's free to use and everyone is valued equally on this platform. Your age, occupation, location, background, experience or seniority is not an indicator of your worth.

This platform is funded by NHS England Talent Teams and endorsed by the seven regional Heads of Talent across England. Our aim is to provide a transparent and equitable approach to talent management within health and care.

### How does it work and what's in it for you?

The aim of this talent timebank is to help you reach your potential by enabling you to directly select initiatives, interventions and support that addresses your own needs.

Timebanking is a reciprocity-based system where hours are the currency. Therefore, 1 hour = 1 credit. The more time you invest in helping others, the more time credits you can use to proactively define your own career development plan. This is all managed through the exchange process.

You can search existing offers, make requests and add your own offers to the platform. Join via:

<https://talenttimebanking.co.uk/get-started>



## NHS leadership programmes

NHS Leadership Academy programmes are designed to help everyone in the NHS discover their full leadership potential and achieve the highest standards in health and care.

**Edward Jenner** - The Edward Jenner programme is your first port of call if you're looking to build a strong foundation of leadership skills that can help enhance your confidence and competence in your role. The programme has been designed to offer flexibility as a suite of online short courses.

<https://www.leadershipacademy.nhs.uk/programmes/the-edward-jenner-programme/>

**Core Managers: Developing Inclusive Workplaces programme** - This programme is designed for health and care managers and supervisors to help them develop core inclusive leadership skills.

<https://www.leadershipacademy.nhs.uk/programmes/core-managers-developing-inclusive-workplaces/>

**Learning hub** - NHS Leadership Academy learning hub. This site hosts a range of short learning solutions designed by experts for the development of NHS staff of all levels to work through at their own pace.

<https://learninghub.leadershipacademy.nhs.uk/>

## Royal College of Nursing

Become a member via: <https://www.rcn.org.uk/membership>

**Coaching** - RCN members can access free, one to one career coaching over the telephone.

There are two types of coaching: interview coaching and career coaching. Members can have up to 3 sessions in a 6 month period.

<https://www.rcn.org.uk/Professional-Development/Your-career/Coaching>

**Applying for roles** - Resources for student and newly registered nurses on writing an application and interview process.

<https://www.rcn.org.uk/Professional-Development/Your-career/Student>

**Job search** - RCN members can access free advice on different methods and techniques when searching for a new job.

<https://www.rcn.org.uk/Professional-Development/Your-career/Job-search>

# Nursing and Midwifery Council

Caring with confidence: The code in Action

**Caring with Confidence** is a series of bite-sized animations about key aspects of nursing or midwifery professional roles.

Find bitesize learning:

<https://www.nmc.org.uk/standards/code/code-in-action/>

# Capital Nurse and Healthcare Careers

Find out more:

**Looking to change careers**

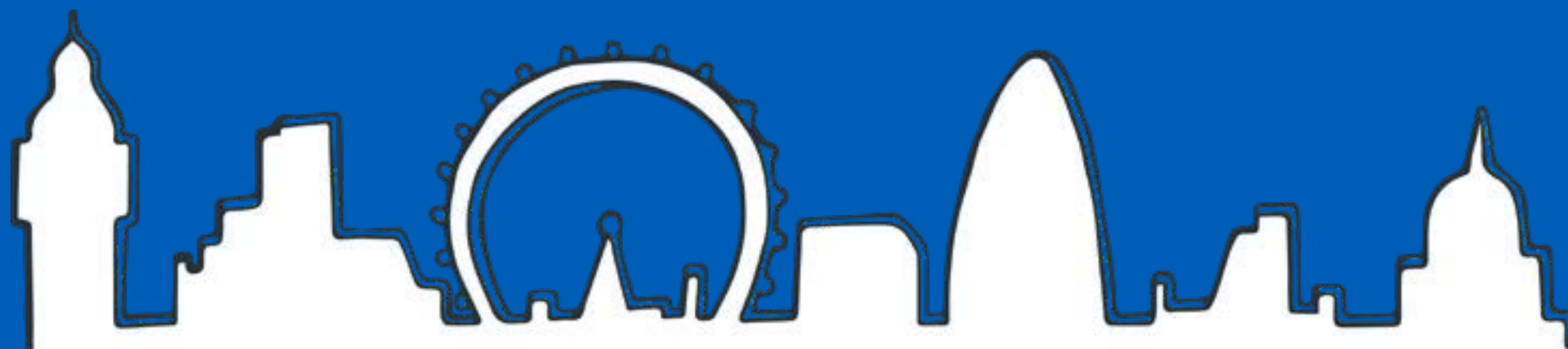
<https://www.healthcareers.nhs.uk/we-are-the-nhs/nursing-careers>

**Find courses and training**

<https://www.healthcareers.nhs.uk/career-planning/course-finder>

**Types of Nursing**

<https://www.capitalnurselondon.co.uk/be-a-london-nurse/types-of-nursing/>



**CAPITAL** nurse & midwife