BOTH SIDES OF SELECTION

Finding and filling jobs in
nursing and the health services

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PREFACE

This book has been written for all of the parties involved in selection. It is about how to manage the selection process, whether you be a candidate or a selector.

It is written primarily for people in the nursing profession, but its contents are equally applicable to other professionals, particularly those working in the UK National Health Service.

I shall concentrate a great deal on the source of most people's concerns – the interview. I will explain how it can be conducted most effectively, and give advice to candidates on how they can put themselves across confidently.

Nearly everyone has memories of interviews that have been gruelling and frustrating rituals, neither positive nor useful. My objective is to ensure that the interview process will not be an ordeal nor an exercise in miscommunication, but that, at least some of the time, it will become a rewarding and useful experience for all parties.

Generally, I have used the female gender in this book, as doing so is appropriate in the context I am writing about. Readers are, of course, free to substitute 'he' for 'she' where they so desire.

Part One of this book is written for candidates, and Part Two for selectors. However, there is material throughout the book to interest both parties. Readers will also find some similarity between Chapters 1 and 14. This is because the issues covered are relevant to both parties, and the material has been repeated for completeness.

To illustrate many aspects of the selection process, I will be

asking you to follow the progress of Sally Robinson, candidate, and Shirley Garnett and Miss Williams, interviewers. Their experiences are described in a narrative called 'The day of judgement'. This appears in instalments at the beginning of Part One and Part Two, and it is concluded at the end of Chapter 25.

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