

Hire-Ready

The New-Grad Nurse Kit

Resume, interview & first-90-days workbook for nursing students and new graduate nurses, written from the side of the desk that does the hiring.

- ✓ What hiring nurse leaders listen for
- ✓ New-grad resume blueprint + bullet builder
- ✓ First-week orientation checklist
- ✓ Shift organizer & SBAR call prep
- ✓ Interview question guide + STAR builder
- ✓ Questions to ask & offer comparison
- ✓ 30-60-90 day plan + preceptor check-ins
- ✓ Clinical day prep for students

24 printable pages + editable tracker

Krystin Sylvia, RN, BSN

Nurse leader who interviews, hires and orients nurses · still a student herself

What nurse leaders listen for

Date: _____

Nobody expects a new grad to know everything. In my experience, interviewers are mostly asking one question: **“Will this person be safe, and can we grow them?”** These are the signals that answer it. Every page in this kit helps you show them honestly.

01

Safe

You know what you don't know, and you say so. Leaders trust a new nurse who stops and asks over one who guesses.

02

Coachable

You can describe feedback you received and what you changed. Defensiveness is the fastest way to lose an offer.

03

Reliable

Shows up, on time, ready. Attendance and follow-through in school and past jobs count.

04

Speaks up early

You escalate a change in condition, a concern, or a mistake right away, through the right channel.

05

Team player

You help without being asked, respect every role on the team, and know how to delegate within your scope.

06

Organized

You have a system for your shift: a sheet, a timeline, a way to reprioritize when things change.

07

Fits the setting

You know what this unit or setting does and why you want it, including hospital, long-term care, assisted living, clinic, or home care.

08

Professional on paper

A clean, honest, error-free resume, a working phone and voicemail, and a professional email address.

COMMON WAYS NEW GRADS LOSE AN OFFER

- Bluffing a clinical answer instead of saying how you'd find out
- Blaming a classmate, instructor or past manager
- Only one-word answers, or no examples
- Not knowing anything about the setting
- Saying you want a different unit “as soon as possible”
- Typos, unexplained gaps, or an unprofessional email
- Arriving late, or not testing your video link
- No questions for the interviewer

These are general observations, not rules of any specific employer. Every organization hires differently.

Questions to ask them

Date: _____

An interview goes both ways. Pick three or four. Their answers tell you how well you'll be supported, and good questions show judgment.

ORIENTATION & SUPPORT

- ☐ How long is orientation for a new graduate, and can it be extended if I need it?
- ☐ Will I have one consistent preceptor?
- ☐ Is there a residency or transition program?
- ☐ How is feedback given during orientation?
- ☐ What does a typical assignment look like after orientation?

THE TEAM

- ☐ How long have most of the nurses been here?
- ☐ Who do new nurses go to with questions on nights and weekends?
- ☐ How does the team handle a really busy shift?

LONG-TERM CARE, ASSISTED LIVING, REHAB, HOME CARE

- ☐ Who is the nurse's clinical resource on each shift?
- ☐ How are assessments, med pass and documentation divided between roles?
- ☐ How do you support a new nurse learning delegation to aides / med techs?
- ☐ What does a change-in-condition call look like here?

TO CLOSE THE INTERVIEW

- ☐ What would make someone successful in this role in the first 90 days?
- ☐ Is there anything about my background you'd like me to clarify?
- ☐ What are the next steps, and when should I expect to hear back?

GREEN FLAGS / RED FLAGS I NOTICED

GREEN FLAGS

RED FLAGS / QUESTIONS TO FOLLOW UP

YOU'VE GOT THIS

Safe, coachable, reliable. That's the whole secret.

Nobody walks in knowing everything. The new nurses I'm proudest of asked questions, owned their mistakes, and kept showing up. I hope this kit helps you do exactly that.

— Krystin Sylvia, RN, BSN · Sylvia Private Nursing

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krystinsylvia.com/toolkit

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