***Intro:***

Hello,

My name is \_\_\_\_\_\_ and I am an Travel Recruiter with Nurses PRN.  We currently have many travel and contract opportunities available. I look forward to speaking with you about the current openings we have.  Please feel free to reach me via email and/or phone at (888) 830-8811.

I look forward to hearing from you soon!

Best Regards,

***Application***

Hi,

Here is the link to our website to fill out our application. You are going to have to click on the link below and then the RED “Apply Now” button in the upper right corner. I attached a picture, so you know exactly where to apply.  We currently have positions available in every state. I will reach out to you, once I see that you have completed the application.

<https://www.prnhealthservices.com/apply-now/?project=1@recruiter>

In the meantime, please let me know if you have any questions! 

***Compliance:***

Hi,

**Welcome to Nurses PRN!** Our team is excited to be working with YOU.

To get started, we need to gather the following clear and legible documentation from you:

* Valid state license or certification (copy of signed front and back of card)
* Current Signed AHA (American Heart Association) CPR certification (copy of front and back of card) or Valid E-card
* Current Signed AHA (American Heart Association) ACLS/ PALS certification (copy of front and back of card) or Valid E-card if needed for your specialty
* TB test results (**PPD within the last year),** some of our facilities require a 2 Step TB test.
* Proof of immunizations: Two (2) - MMR vaccines or Rubella, Rubeola & Mumps titer or proof of immunity
* Physician’s Statement (within the past year) indicating free of communicable disease and without restrictions to work
* Hepatitis B vaccine (or proof of immunity) documentation
* Varicella Titer (proof of immunity) or 2 immunizations
* 2 forms of identification for I9 (most commonly used are driver’s license & social security card OR a current US passport)
* Photo for ID Badge (Headshot only) **ASAP. Driver's license not acceptable**
* If it is flu season please provide documentation of current year's immunization or declination. (Please note not all facilities accept declinations).
* Any additional certifications or copies of immunization records may also be required based on your specialty and facility.
* Please gather and be prepared to send to your compliance specialist upon request.
* Please note that you can fax these items to me, email them and/or take a clear picture and send from your mobile device.

I am looking forward to working with you.

***Estimate Quote:***

Hello,

Listed below is an Estimate Quote for Iredelle in Statesville, NC.

**Iredell** – Estimated Pay Quote:

* Taxed per hr: $20.00
* Tax Free per week: $725
* Take home per week: $1445 (Gross)
	+ Based on 36 hrs. per week for 13 weeks
	+ $250 Travel Reimbursement on arrival (will be paid out on 1st paycheck)

***Update Application:***

Hello,

I tried contacting you today and thought I would follow up with an email as well. We currently have many travel and contract opportunities available. If you’re interested in updating your application with us and speaking with us about the current openings please feel free to reach me via email and/or phone at (888) 830-8811.

I look forward to hearing from you soon!

Best Regards,

***Interiview Tips:***

Hello,

We are so excited that you have been selected for an interview!  Prepare yourself with these winning interview tips:

* Choose a quiet place free from distractions.
* If the facility calls and it isn't a good time, be professional and ask if you can call back or set a future time that is good for the client.
* Allow 10-25 minutes - times will vary based on the nurse manager conducting the interview.
* Be polite, professional and respectful of the interviewer's time.
* Ask the nurse manager about the unit:
	+ Patient population
	+ Types of patients on the unit
	+ Nurse to patient ratio
	+ Shift(s) available (if not specified before the interview)
	+ Charting system
	+ Scrub color
	+ What expectations does the manager have?
		- Start Date (generally it would at least 2 wks from offer)
		- When is orientation – general and unit specific
		- Shift Requirement
		- Scheduling – when do you know your schedule
		- Weekend/Holiday requirements
		- Discuss any dates off you will need during contract
		- Floating expectations
		- Anything else you can think of for specifics in the contract
* Thank the interviewer for their time.
* Be sure to ask for contact information should you get an offer and have future questions

*Get a feel for the culture...this interview is as much about you determining if the position is a fit as it is the client.*

**Please call Nurses PRN after you have interviewed!  I look forward to speaking with you!**

***Referral:***

Hi,

It was great to talking with you today.  I am sending you a link to our application that you would be able to give to any friends that would be interested in travel or contracts.  If you have them add your name as referred by, and we get them working, you will get $2 per hour for every hour the nurse works (up to 250 hours).

You are going to have to click on the link below and then the RED “Apply Now” button in the upper right corner. I attached a picture, so you know exactly where to apply.  We currently have positions available in every state. I will reach out to you, once I see that you have completed the application.

<https://www.prnhealthservices.com/apply-now/?project=1@recruiter>

In the meantime, please let me know if you have any questions! 