**Suggested Answers to Assignments, Chapter 3, Professionalism and Job-Seeking Skills**

| **Written Assignments** | **Learning Objective(s)** |
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| Assignment #1. Students complete Chapter 3 of *Lippincott Workbook for Nursing Assistants.* | 1–9 |
| Assignment #2. Students’ questions should include:How will I get to work?What kind of patients do I want to work with?What is my ideal work situation?Where would I like to work?What arrangements do I need to make in order for me to work? | 5 |
| Assignment #3. Students will write their answers to the sample interview questions found in Box 3-1 of the text. | 7, 8 |
| Assignment #4.Students’ cover letters should include:Why I want to work for this particular organizationWhy I am the best person for the jobStudents’ résumés should include:Full name, address, phone number, e-mail addressShort, objective statement of career goalsEducation, with most recent first, dates attended and degree earnedEmployment history including dates worked at each placeVolunteer work if it relates to the jobStudents’ reference lists should include:Three or four people who know them well, have worked with them in a professional capacity, and who have given permission to use them as a referenceFull names and titles, current addresses, and telephone numbers | 7 |
| Assignment #5. Students will fill out the sample application found in Figure 3-8 of the text. | 7 |
| Assignment #6. Students’ resignation letters should include:Giving a 2-week noticeReason for leaving (optional)Date that will be the last day of workProfessional thank you for opportunity to work there | 9 |
| **Group Assignment** | **Learning Objective(s)** |
| Students’ discussion should include:Physical activity, exerciseMaking time for one’s selfObtaining counselingRemoving self from difficult work situations to calm downAsking for reassignment to avoid burnout | 44 4 |
| **Clinical Assignments** | **Learning Objective(s)** |
| Assignment #1. Students watch Module 15 of *Lippincott Video Series for Nursing Assistants.* | 1–3, 5–9 |
| Assignment #2. Invited speaker should include the following:Neat, professional appearanceManners, courteous, respectfulPunctuality for the interviewConfidence, good eye contactClear, slang-free speech | 3, 4, 8 |

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| Assignment #3. Assist the students to discuss each of the following:ProfessionalismCredentialsQuality of carePositive professional attitudeWork ethicPunctualityReliabilityAccountabilityConscientiousnessCourtesy and respectfulnessEmpathyCooperationProfessional attitudeHonestyContinued learningHygiene/GroomingSmokingCleanlinessClean and neat uniformShort, clean, and smooth-edged nailsBody or breath odorsClean shoesNeatly styled hair off the faceJewelryMakeupPerfumes and other scentsTattoosEvidence of emotional stress | 1–4 |

| **Web Assignment** | **Learning Objective(s)** |
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| To assist the students, have a list of such facilities in your community for them to refer to. | 6 |