Answers to Questions in the Workbook, Chapter 3, Professionalism and Job-Seeking Skills

Activity A MULTIPLE CHOICE

**1. b.** Carman is a certified nursing assistant who focuses only on completing the tasks she is assigned to do.

Activity B MULTIPLE CHOICE

**1. c.** A person’s attitude toward their work

**2. b.** Competitiveness

Activity C MATCHING

**1. f**

**2. c**

**3. e**

**4. h**

**5. b**

**6. a**

**7. d**

**8. g**

Activity D FILL IN THE BLANKS

**A.** You should get enough sleep.

**B.** You should not smoke and you should limit your alcohol intake.

**C.** You should exercise regularly.

**D.** You should have a routine physical examination.

**E.** You should eat well-balanced meals.

Activity E MULTIPLE CHOICE

**1. a.** Good personal hygiene helps to prevent the spread of infection.

**2. d.** Wearing jewelry to improve your appearance

Activity F TRUE OR FALSE

**1. T**

**2. F.** Making time for yourself IS important when you feel overwhelmed with responsibilities.

**3. F.** You CAN ask to be assigned to different work areas or to different patients or residents. This helps if you’re feeling emotionally “burnt-out.”

Activity G MATCHING

**1. b**

**2. c**

**3. a**

Activity H MULTIPLE CHOICE

**1. d.** She tells the employer what shift she is available to work, based on her childcare arrangements.

**2. b.** She applies for a job at health care facilities serviced by the bus line nearest to her home.

Activity I CROSSWORD

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Activity J MATCHING

**1. c**

**2. a**

**3. b**

Activity K MARK THE RIGHT ANSWERS

**1.** X

**2.** X

**3.**

**4.**

**5.**

**6. X**

**7. X**

**8.**

Activity L SHORT ANSWER

She can refuse to answer that question. It is against the law for an employer to ask a candidate questions related to marital status at any time during the hiring process.

Activity M MULTIPLE CHOICE

**1. d.** All of the above

Activity N MARK THE RIGHT ANSWERS

**1.**

**2.** X

**3.**

**4.** X

**5.** X

**6.** X

**7.** X

**8.** X

**9.**

**10**.

Activity O CHOOSE THE APPROPRIATE PICTURE

**1. c**

Activity P FILL IN THE BLANKS

**1.** If you haven’t heard from your employer in 1 week’s time, it is appropriate to call or email and ask about the status of your application.

**2.** Send a thank you message within 1 day(s) of interviewing for a position.

Activity Q RESUME WRITING

Have students write their own résumés. Correct errors and have students revise them until they are correct.