**Assignments, Chapter 3, Professionalism and Job-Seeking Skills**

| Written Assignments | Learning Objective(s) |
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| Assignment #1. Complete Chapter 3 of *Lippincott Workbook for Nursing Assistants*. | 1–9 |
| Assignment #2. Write a short summary of the questions you would personally have to consider when seeking a job. | 5 |
| Assignment #3. Write your answers to the sample interview questions found in Box 3-1 of the text. | 7, 8 |
| Assignment #4. Write a cover letter, résumé, and reference list. Your instructor will proofread these and suggest corrections so that you can use the finished product. | 7 |
| Assignment #5. Fill out sample job application forms. | 7 |
| Assignment #6. Write a resignation letter. Focus on grammar, spelling, and punctuation. | 9 |

| Group Assignment | Learning Objective(s) |
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| Assignment #1. Discuss ways in which you manage daily stress to stay emotionally healthy. | 4 |

| Clinical Assignments | Learning Objective(s) |
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| Assignment #1. Watch Module 15 of *Lippincott Video Series for Nursing Assistants*, “Entering the Workforce,” which reviews strategies for finding a job and interviewing. | 1–3, 5–9 |
| Assignment #2. A guest speaker responsible for hiring nursing assistants, such as the Director of Nursing of a local long-term care facility, will talk to the class about what qualities he or she looks for when hiring nursing assistants. | 3, 4, 8 |
| Assignment #3. Observe the staff at your clinical site. Discuss the following:ProfessionalismWork ethicsPersonal hygieneEvidence of emotional stress | 1–4 |

| Web Assignment | Learning Objective(s) |
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| Go online to employment offices, hospital, and nursing home human resources’ web pages to find job openings for nursing assistants in your chosen area to work. | 6 |