**Guided Lecture Notes, Chapter 3, Professionalism and Job-Seeking Skills**

### Learning Objective 1. Define the terms professional and professionalism. (Refer to PowerPoint slides 2 to 5.)

### Differentiate between the terms “professional” and “professionalism.”

### Refer learners to Figure 3-1 in their textbook.

### Refer learners to learning activities at the end of the chapter.

### Learning Objective 2. Discuss characteristics that health care workers demonstrate that promote professionalism and explain the importance of each characteristic. (Refer to PowerPoint slide 7.)

### Refer learners to learning activities at the end of the chapter.

### Learning Objective 3. Define the term work ethic and describe how good work habits promote professionalism. (Refer to PowerPoint slides 6 and 7.)

### Discuss the characteristics that a person with a good work ethic displays. Explain the importance of each characteristic.

### Describe ways that nursing assistants can become lifelong learners, and how that is an important part of providing quality care for patients and residents.

### Refer learners to learning activities at the end of the chapter.

### Learning Objective 4. Understand the importance of personal health and hygiene for the health care worker. (Refer to PowerPoint slides 8 to 12.)

### Explain the importance of personal health and hygiene for the health care worker. Emphasize ways to maintain both physical and emotional health.

### Refer learners to Guidelines Box 3-1 and Figure 3-3.

### Refer learners to learning activities at the end of the chapter.

### Learning Objective 5. Describe considerations one must explore when seeking employment. (Refer to PowerPoint slide 13.)

### Describe the points that must be considered when seeking employment.

### Refer learners to learning activities at the end of the chapter.

### Learning Objective 6. List several sources of employment information for jobs in the health care industry. (Refer to PowerPoint slide 14.)

### Discuss where to find the most reliable employment information for nursing assisting jobs in your geographical area.

### Refer learners to learning activities at the end of the chapter.

### Learning Objective 7. Discuss the application process necessary for obtaining employment. (Refer to PowerPoint slides 15 to 18.)

### Discuss the application process necessary for obtaining employment.

### Explain the interview process to students.

### Refer learners to Figures 3-5 to 3-7, and Figure 3-8 in their textbook.

### Refer learners to learning activities at the end of the chapter.

### Learning Objective 8. Describe how to make a good impression during a job interview.

### Discuss factors that influence an interviewer’s perception of a prospective employee during an interview. (Refer to PowerPoint slides 19, 20, 22, and 23.)

### Refer learners to Figure 3-9 in their textbook.

### Refer learners to learning activities at the end of the chapter.

### Learning Objective 9. Describe the proper way to resign from a job. (Refer to PowerPoint slide 21.)

### Discuss the resignation process and explain how failure to resign from a job in the proper manner can affect future employment plans.

### Refer learners to learning activities at the end of the chapter.