

Chapter 38

Getting a Job

Lesson 38.1

- Define the key terms and key abbreviations in this chapter.
- Identify the sources for jobs and places to work.
- Describe what employers look for when hiring staff.
- Describe how to prove completion of a nursing assistant training and competency evaluation program (NATCEP).
- Explain how to complete a job application.
- Describe in-person, phone, and video interviews.
- Explain how to prepare and dress for an interview.

Lesson 38.1 (Cont.)

- Identify common interview questions.
- Explain how to conduct yourself during an interview.
- Describe the questions you cannot be asked during an interview or on a job application.
- Explain what to do after an interview.
- Explain how to accept or decline a job offer.
- Explain how to promote PRIDE in the person, the family, and yourself.

Getting a Job

- Successfully completing a nursing assistant training and competency evaluation program (NATCEP) gives you a valuable credential for employment.

Sources of Jobs

- Where to look:
 - Newspaper ads
 - Local and state employment services
 - Agencies you would like to work at
 - Phone book yellow pages
 - People you know—instructor, family, and friends
 - The Internet
 - Your school's or college's job placement counselors
 - Your clinical experience site

What Employers Look for

- Employers want staff who:
 - Are dependable.
 - Are well groomed.
 - Have needed job skills and training.
 - Have values and attitudes that fit with the agency.

Job Skills and Training

- Employers need to know that you have the required job skills.
- To prove NATCEP completion, an employer will accept one or more of the following:
 - A certificate of course completion
 - A high school, college, or technical school transcript
 - An official grade report (report card)

Job Applications

- A job application is an agency's official form listing questions that require factual responses.
- How you fill out the application may mean getting or not getting the job.
- Often the application is your first chance to impress the employer.

Job Applications (Cont.)

- A job application is easier to complete if you have a file of your education and work history. The file should contain:
 - A copy of your high school diploma or general equivalency diploma (GED).
 - A copy of any grade reports, degrees, certificates, or military training.
 - A copy of your NATCEP certificate of completion.
 - Nursing assistant registry information for each state in which you are registered.

Job Applications (Cont.)

- Copies of communications with your state's nursing assistant registry agency.
- Copies of court records for criminal convictions.
- A copy of your Social Security card.
- Names, addresses, and phone numbers of references.

Job Applications (Cont.)

- Names, addresses, and phone numbers of current and past employers. Include:
 - Your job title
 - Dates employment started and ended
 - Your supervisor's name
 - Hourly salary
- Proof of in-services attended and continuing education units (CEUs).

The Job Interview

- The job interview is when an employer asks a job applicant questions about his or her education and career.
- The interview may be at the time when you complete the job application. Some agencies schedule interviews after reviewing applications. An interview may be conducted by 1 person or by a panel. A panel involves 2 or more people.

The Job Interview (Cont.)

- When an interview is scheduled, write down the interviewer's name and the interview date and time.
- If you need directions to the agency, ask for them when the interview is scheduled.

Types of Interviews

- *In-person interview.* You and the interviewer meet in the same room face-to-face.
- *Phone interview.* A phone interview may be your only interview or it may be used to decide if an in-person interview will follow.
- *Video interviews.* You use a computer at home or other site.

During the Interview

- Politely greet the interviewer.
- Good eye contact is needed for in-person and video interviews.
- Review the job description with the interviewer. Ask any questions at this time.

After the Interview

- Write a thank you note.
- Include:
 - The date
 - The interviewer's formal name using Miss, Ms., Mrs., Mr., or Dr.
 - A statement thanking the person for the interview
 - Comments about the interview, the agency, and your eagerness to hear about the job
 - Your signature using your first and last names

Accepting or Declining a Job Offer

- Accept a job that is best for you.
- When you accept a job, agree on a starting date, pay rate, and work hours.
 - Ask where to report on your first day. Ask for such information in writing.
- You may want to decline a job offer.
 - If so, thank the person for offering you a job.

Drug Testing

- State laws vary about drug testing.
- Drug testing may be part of the application process.
- The application may state one of the following:
 - Drug testing is part of the application screening process for new staff.
 - A job offer depends on passing a drug test.