

Chapter 4

Employability and Leadership

SECTION 4.1

Job-Seeking Skills

- **OBJECTIVES**

When you have completed this section, you will be able to do the following:

- Match key terms with their correct meanings.
- List the places to seek employment opportunities and explain the benefits of each.
- Explain the ways to contact an employer.
- Name the occasions when a cover letter is used.
- List the items required on a resume.
- Identify the items generally requested on a job application form.
- Write a cover letter and a resume.
- Complete a job application.
- List the dos and five don'ts of job interviewing.
- Write a thank-you letter to a prospective employer.

- **ACTIVITY 1**

1. Explain why a vocational portfolio is important.

2. List seven places to seek employment opportunities, and explain the benefits of each.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

3. List four ways to contact an employer.

1. _____
2. _____
3. _____
4. _____

4. Name three occasions when a cover letter is used.

1. _____
2. _____
3. _____

5. List eight items required on a resume.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

6. Identify seven items generally requested on a job application form.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

● **ACTIVITY 2**

Select an occupation that you are interested in, and write a cover letter to a potential employer following the guidelines in your text in Section 4.1, “Ways to Contact an Employer.” Figure 4.2 is an example of a block letter format.

- Use 8.5-by-11-inch paper.
- Use a word processing program, or write with ink on one side only.
- Use correct grammar and spell correctly.
- Use proper formatting.

● **ACTIVITY 3**

Write a resume following the guidelines in your text in Section 4.1, “Ways to Contact an Employer.” Figure 4.3 is an example resume.

- Use 8.5-by-11-inch paper.
- Type, word-process, or write with ink on one side only.
- Use correct grammar and spell correctly.
- Use proper formatting.

● **ACTIVITY 4**

1. List five dos and five don'ts of job interviewing.

| Dos | Don'ts |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |
| 5. _____ | 5. _____ |

2. Working with a partner, participate in a mock interview. Be able to answer the following questions:

- What do you enjoy about working in health care?
- What are your strengths?
- What are your weaknesses?
- What would you do if the client started yelling at you and complaining about you?
- As a health care worker, what is the most important part of your job?
- Why do you want to work for [name of company]?
- Is there any reason why you cannot be here on a regular basis?
- The position requires lifting. Is there any reason why you cannot do it?
- If you had an opportunity to go to the beach but were scheduled for work, what would you do?
- This position requires weekend work. Is there any reason why you cannot work on weekends?

3. When it is your turn to be the interviewer, keep track of how the interviewee is doing. Make a check next to Yes or No to indicate your answer.

- Did the interviewee greet the interviewer by name? ☐ Yes ☐ No
- Did the interviewee's handshake appear to be firm? ☐ Yes ☐ No
- Did the interviewee wait for an invitation to be seated before sitting down? ☐ Yes ☐ No
- Did the interviewee's answers leave a question in your mind about truthfulness and sincerity?
 ☐ Yes ☐ No

Helpful comments: _____

- Did the interviewee show enthusiasm? ☐ Yes ☐ No
- Was the interviewee prepared with good answers to each question? ☐ Yes ☐ No

If not, give examples: _____

- What would you recommend the interviewee do differently for the next interview?

• **ACTIVITY 5**

Work with your teacher and the whole class to create a bulletin board with classified advertising information.

Everyone in the class must bring in at least one ad from a classified newspaper, a Web site, or another regional advertising source, such as a business journal.

Prepare a bulletin board with ad samples. Be sure to include employment agencies, area hospitals, nursing homes, and medical offices.

Keep the board updated as you find new listings.

Each listing brought in will earn a point and participation in the preparation of the board will earn points at the teacher's discretion.

SECTION 4.2

Keeping a Job

• **OBJECTIVES**

When you have completed this section, you will be able to do the following:

- Match key terms with their correct meanings.
- List four employer responsibilities.
- List four responsibilities of a good employee.
- Describe workplace goals.

(4.2)

• **ACTIVITY 1**

1. List four employer responsibilities identified with the appropriate value.

Dignity _____

Excellence _____

Service _____

Fairness and Justice _____

2. List the responsibilities of a good employee identified with the appropriate value.

■ Dignity

■ Excellence

■ Service

■ Fairness and Justice

• **ACTIVITY 2**

Write a one- or two-page, double-spaced paper explaining what you consider your most important responsibility as an employee. Follow these guidelines when preparing your paper:

- Use 8.5-by-11-inch paper.
- Use a word processing program, or write neatly in ink.
- Use correct spelling and grammar.
- Use proper formatting.