



Employability Skills- Getting a Job!



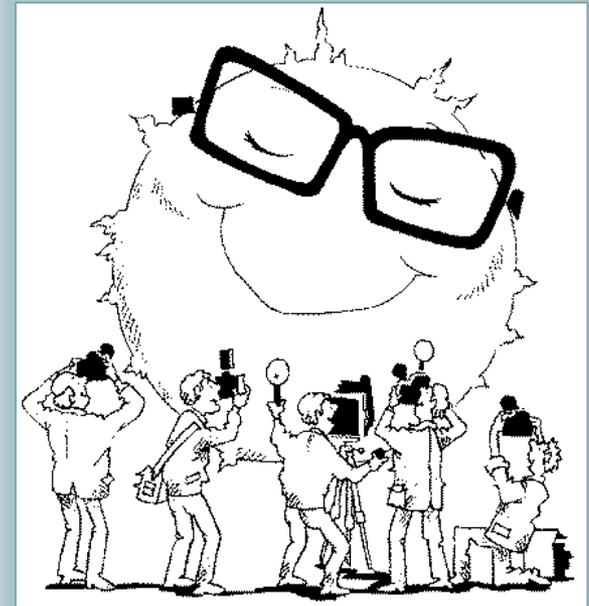
HEALTH SCIENCES 2
BY: ASHLEY BERRYHILL

**4.21 APPLY EMPLOYABILITY
SKILLS IN HEALTHCARE.**

Employability Skills Training...



- Starts now.
- Whether you work at a part time job, clinical rotation, or shadowing,
- You must begin now to practice and perfect good employability skills.
- Your future depends on it!



Use Correct Grammar at All Times

Your bowels
ain't
soundin' too
good.

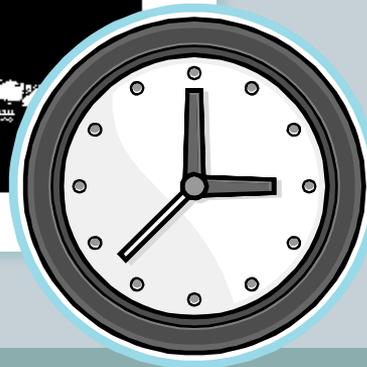
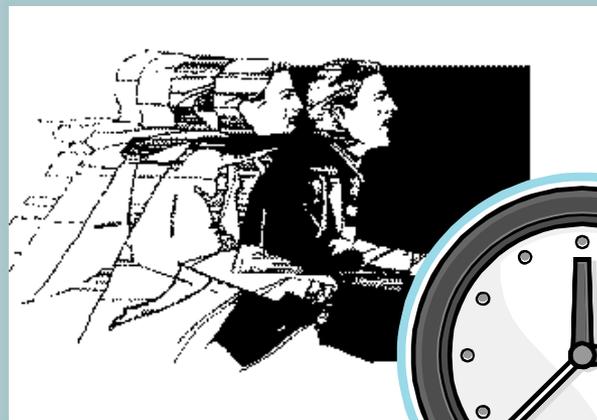


- Patients will judge your ability by how you speak.
- Use of slang and poor grammar implies a lack of education.
- This includes written communication.

Report to Work on Time and When Scheduled



- Late or absent healthcare workers can negatively affect patient care.
- Most employers consider attendance to be **VERY** important!



Be Prepared to Work When You Arrive at Work



- Follow the rules and policies of your facility.
- Give the employer a fair day's work for a fair day's pay.
- Have you ever seen an employee abuse their work situation? How?



Promote a Positive Attitude and Energy



- Your attitude is contagious - it affects your co-workers.
- Positive energy means you are alert, focused, and figuring out how to make things work.
- Have you ever worked with someone who has “negative energy?” What was that like?

Accept Responsibility for Your Actions



I forgot to check my schedule. I'm very sorry. I'll be happy to come in and make up the time I missed.

- Take credit for the good things you do.
- Take responsibility for your mistakes.
- In healthcare, report your mistake to your supervisor.
- Make an effort to correct your error, and to prevent it from happening again.

Be Willing to Learn



- Health care is always changing.
- Health care workers must adapt to change.
- Show your willingness to learn:
 - Participate in staff development
 - Take courses
 - Attend special meetings and seminars
 - Read professional journals
 - Ask questions

Act with Integrity

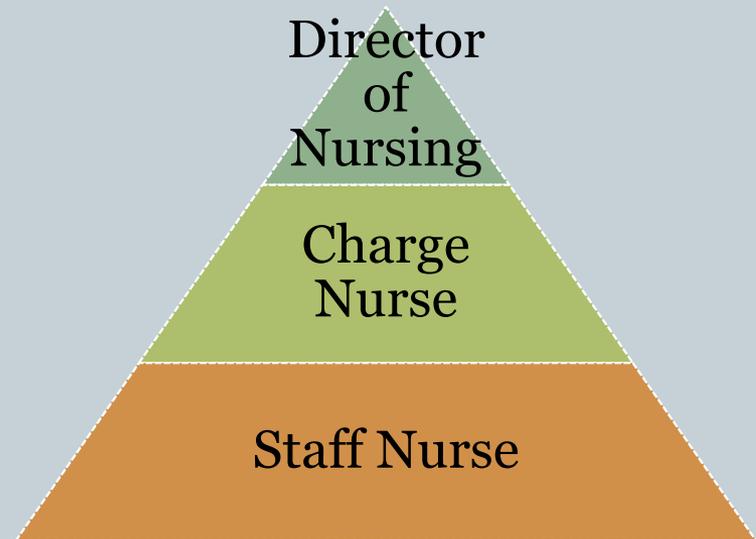


- Healthcare workers hold themselves to a higher standard.
- Always tell the truth.
- Maintain confidentiality.
- Do it the right way and not the easy way.
- Do the right thing in difficult circumstances.

Observe the Chain of Command



- Know to whom you report.
- Follow the proper processes for reporting information, voicing concerns, and respecting others.
- Can you give an example of a chain of command?



Cover Letter and Resume



- Be sure you have a current cover letter and resume.
- You may need to edit your cover letter and resume to fit the job you seek.

▶ Mallory Smith
234 44th Street, A-10, Ft. Lauderdale, FL 33319
Phone: 505 567-3455
E-mail: Mallory@hotmail.com

Objectives
To be employed as a nursing assistant.

Education
Certified Nursing Assistant (May 4, 2009)
▶ Ft. Lauderdale Community College, semester program

Experience
Junior Volunteer (September 2008-May 2009)
Beach View Long Term Care
345 Ocean Blvd, Ft. Lauderdale, FL 33319
Talked with residents, passed out ice water, picked up food trays, played cards and games with residents, helped residents to and from the dining room.

Skills
▶ Bedmaking, hygiene, transferring, specimen collection, dressing and caring for residents.

Fill Out an Application



- If you are filling out an application at a job site, be sure you bring all important info with you. (dates, addresses, phone numbers, references, etc.)
- Tell the truth!
- Use blue or black ink.
- Fill it out completely.
- Print
- It **MUST** be neatly done.

Fill Out an Application



- Read the whole application before you begin.
- Be prepared to respond to typical application questions.
- Use “none” or N/A if
- the question does not apply to you.
- Follow the directions
- carefully for online
- applications.

Job Application Form

Name _____
Last First Middle

Address _____
Street City State and Zip

Contact _____
Home phone Cell phone E-mail

Have you ever been charged with a felony? Yes No
If yes, explain: _____

Position applied for: _____

Availability: *Check all that apply* Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday Holidays

Hours available: From _____ to _____

Date you can start: _____

Education: *Include name and address of school and graduation date.*

Employment History: *Beginning with most recent.*

1. Employer _____
Supervisor _____ Title _____
Phone _____ Dates _____

Job Interview – Before You Go



- Study! Learn as much as you can about the facility or company and the job.

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Dressing for Your Interview



- Wear professional business attire.
- Hair should be neat, clean and conservative.
- Avoid wearing too much makeup, jewelry, and fragrance.
- Use a good deodorant.
- Do NOT smoke!
- Brush your teeth.



At the Interview



- Go alone! (No friends or parents.)
- Arrive 10 minutes early. **MAKE SURE** you allow time for traffic, parking, etc.
- Greet the interviewer by name, introduce yourself, shake hands firmly, and smile. – Let's practice now!
- Remain standing until the interviewer asks you to sit.
- Sit up straight in the chair with your feet flat on the floor.



At the Interview



- Use correct grammar. No slang.
- Speak slowly and clearly.
- Be polite.
- Maintain eye contact – look at the interviewer’s nose if it makes you more comfortable.
- Smile when appropriate, but avoid laughing, giggling, or making jokes.
- Do NOT fidget.

At the Interview



- Listen to the interviewer carefully so you can answer what he/she is asking.
- Do not interrupt.
- Do not chew gum or eat during the interview.
- Show mature passion and enthusiasm.
- Be proud of yourself, but also show a willingness to learn and contribute to the company/facility.



eat during

Responding to Questions



- Do NOT discuss your personal problems.
- Do NOT criticize former employers.
- Answer questions truthfully.
- Avoid the repeated use of “um”, “you know”, “like”, “and a”, etc.
- Do not ask about salary, vacations, and benefits until you are offered the job.

Thanking the Interviewer



- Always shake hands and say “Thank you.” at the conclusion of an interview.
- Be prepared to mail or leave a handwritten thank-you note.
- Be sure the note is specific to the interview, expresses your interest in the job, and includes your contact information.
- Proofread your thank you note and assure there are no errors.



Resigning Professionally



- Give two weeks notice.
- Put your resignation in writing but delivery it personally.
- Say that you are leaving and have a positive attitude.
- Offer to help find a replacement.
- Complete all assignments before leaving.
- Ask for a letter of recommendation.
- Thank your employer and say goodbye.