

# LET'S REVIEW

1. When attending an interview: (complete the following)
  - a. Make \_\_\_\_\_ contact with the interviewer(s)
  - b. Answer questions \_\_\_\_\_ but completely (avoid unnecessary details)
  - c. Be \_\_\_\_\_ to tell them why you should be considered
  - d. \_\_\_\_\_ neatly and appropriately
  - e. Send a \_\_\_\_\_ or email after the interview
2. The best place to look for a job opening is on the employer's \_\_\_\_\_.
3. You are applying for a PRN position. This means that you will be scheduled \_\_\_\_\_.
4. A firm handshake shows \_\_\_\_\_ in yourself.
5. Ask questions during the interview to show that you are \_\_\_\_\_ in the position.
6. In Florida, you need \_\_\_\_\_ hour(s) of continuing education for every month you are certified.
7. In order to renew your certification in Florida, you will need to attest that you have \_\_\_\_\_ at least once as a CNA for pay in this renewal cycle.
8. The renewal fee for Florida CNAs is \$\_\_\_\_\_.
9. As long as you are renewing on time, do you have to take the test again to renew your certification? **YES / NO (circle one)**
10. CNA certifications expire on \_\_\_\_\_, either in an odd year or an even year.
11. Your \_\_\_\_\_ date is located on your blue certification card.
12. If you do not renew your certification within 6 months of expiration (late renewal), you will have to take the \_\_\_\_\_ again to work as a CNA.

1 a. eye b. completely c. prepared d. dress e. thank you note 2. website 3. as needed 4. confidence 5. interested 6. one 7. worked 8. 55 9. NO 10. May 31st 11. expiration 12. test

# Review

Let's get ready for your interview!

Create your "Tell me a little bit about yourself" speech below.

What are some of your most recent job roles? \_\_\_\_\_

While in these roles, you developed some skills. Think about the tasks you did while performing those jobs. Now, circle 3 soft skills in section 1 below (these are universal and not specifically healthcare related). Circle why you want to work in healthcare in section 2 and circle 3 positive traits that describe you in section 3:

## 1

Pick 3 Soft Skills that apply to YOU:

- Active listening
- Attention to detail
- Anticipating needs
- Communication
- Conflict management
- Interpersonal skills
- Observation skills
- Professionalism
- Self-management
- Time management
- Adaptability
- Collaboration
- Dependability
- Diplomacy
- Empathy
- Organization
- Optimism
- Patience
- Prioritization
- Punctuality
- Responsibility
- Teamwork

## 2

Reason why you want to work in healthcare:

- Advancement opportunities
- more flexibility in scheduling
- opportunities to care for others
- hands-on care
- a more clinical role
- options in patient care that best fit my talents

## 3

Pick 3 Positive Traits that apply to YOU:

- Flexible
- Dedicated
- Energetic
- Positive
- Responsible
- Honest
- Passionate about the care I provide
- Dedicated to Teamwork
- Trustworthy
- Compassionate

Now let's put it all together:

"My past experience has been as a \_\_\_\_\_ (job role), where I excelled in \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_

(3 soft skills). But I really wanted a more rewarding career with

\_\_\_\_\_ (reason), so I became

certified as a CNA. I am now ready to begin my career in healthcare and I

believe I would be an asset to your company because I am

\_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_

(3 positive traits).

I thank you for this opportunity to interview for this position.