

Employability Skills

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Math

1. _____
2. _____
3. _____

Writing

1. _____
2. _____
3. _____

Listening and Speaking

1. _____
2. _____
3. _____

Reading

1. _____
2. _____
3. _____

Thinking

1. _____
2. _____
3. _____

Work Ethic

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

Leadership Skills

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

Seeking Employment

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Employment Resources

1. Networking: _____
2. Professional Organizations: _____
3. Trade Publications: _____
4. Employment Agencies: _____
5. The Internet: _____

Applying for a Job

1. _____
2. _____
3. _____

The Interview Process

1. Before the Interview: _____

2. During the Interview: _____

3. After the Interview: _____

Responding to a Job Offer

1. _____
2. _____

(Continued on next page)

On the Job

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Employee Responsibilities

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

Employer Responsibilities

1. _____
2. _____
3. _____

Fair Labor Practices

1. Minimum Wage: _____
2. Compensatory Time: _____
3. Labor Union: _____
4. Discrimination: _____
5. Sexual Harassment: _____

Wages and Benefits

1. Deductions: _____
2. Benefits: _____
3. Tips: _____

Teamwork

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

Advancing on the Job

1. _____
2. _____