

# CHAPTER 2 **Employability Skills**

## **Study Guide**

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

### **Sharpening Your Basic Skills**

Basic skills: \_\_\_\_\_

### **Communication Skills**

To ensure effective communication \_\_\_\_\_

Communication skills include:

- Speaking skills:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Listening skills:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Body language:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Writing skills:

\_\_\_\_\_  
\_\_\_\_\_

- Reading skills:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Chapter 2 Employability Skills** (continued)

### **Math Skills**

You will \_\_\_\_\_ frequently in the workplace.

You will use basic math skills to \_\_\_\_\_

Child care directors use math skills to \_\_\_\_\_

\_\_\_\_\_

### **Thinking Skills**

Employers desire employees who can \_\_\_\_\_

Employers also value employees who can \_\_\_\_\_

### **Technology Skills**

You will use technology to \_\_\_\_\_

Depending on your child care facility, you may need to learn how

to \_\_\_\_\_

### **Information Skills**

To be a successful employee, you must \_\_\_\_\_

Learn the difference between \_\_\_\_\_

\_\_\_\_\_

An effective employee must be able to make sense of \_\_\_\_\_

\_\_\_\_\_

### **Work Ethic**

Employers want employees who have \_\_\_\_\_

Work ethic: \_\_\_\_\_

The qualities that mark a strong work ethic include \_\_\_\_\_

\_\_\_\_\_

### **Leadership Skills**

Leadership is \_\_\_\_\_

Every person has \_\_\_\_\_

## Chapter 2 Employability Skills (continued)

### Qualities of Effective Leaders

Effective leaders have certain qualities that are helpful in creating a productive work environment:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

To achieve high standards, good leaders regularly \_\_\_\_\_

All members of a team can display leadership skills by:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Employers look among their employees for \_\_\_\_\_

One way to improve leadership skills is \_\_\_\_\_

### Leadership Programs

Organizations and programs that have been designed to help students develop leadership skills include:

- Family, Career and Community Leaders of America (FCCLA):

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- SkillsUSA:

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## **Chapter 2 Employability Skills** (continued)

### **Seeking Employment**

Your career as a child care professional begins \_\_\_\_\_

The key to a successful job search is \_\_\_\_\_

It is important to \_\_\_\_\_

### **Employment Resources**

Job opportunities come from many sources, such as \_\_\_\_\_

\_\_\_\_\_

Develop an organization system to \_\_\_\_\_

\_\_\_\_\_

### **Networking**

Networking: \_\_\_\_\_

Sources for networking include:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### **The Internet**

You can review job postings \_\_\_\_\_

You can network with people around the world by \_\_\_\_\_

### **Professional Organizations**

Services offered to members may include \_\_\_\_\_

\_\_\_\_\_

Most early childhood professional organizations publish \_\_\_\_\_

\_\_\_\_\_

## Chapter 2 Employability Skills (continued)

### Employment Agencies

Employment agencies: \_\_\_\_\_

Temporary agencies offer fast placement for people looking for \_\_\_\_\_

Working through a temporary agency gives you a chance to \_\_\_\_\_

\_\_\_\_\_

### Volunteering and Internships

Although volunteers do not usually get paid, they do gain \_\_\_\_\_

To gain experience working with children, consider volunteering at \_\_\_\_\_

\_\_\_\_\_

An internship is \_\_\_\_\_

\_\_\_\_\_

Service learning: \_\_\_\_\_

### Applying for a Job

Most employers will ask for:

• \_\_\_\_\_

• \_\_\_\_\_

Employers will be interested in:

• \_\_\_\_\_

• \_\_\_\_\_

### Job Applications

It is absolutely essential that you demonstrate \_\_\_\_\_

\_\_\_\_\_

## Chapter 2 Employability Skills (continued)

Keep these tips in mind when completing a job application:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Preparing Your Résumé

Résumé: \_\_\_\_\_

When preparing your résumé, always be \_\_\_\_\_

List your work experience, skills, and education or training that will \_\_\_\_\_

\_\_\_\_\_

### Writing Your Cover Letter

A cover letter \_\_\_\_\_

Tips for creating a professional, attention-getting cover letter include:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Creating Your Portfolio

A portfolio is \_\_\_\_\_

An early childhood portfolio may include items such as \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Chapter 2 Employability Skills (continued)

### The Interview Process

During the interview, the employer will evaluate \_\_\_\_\_

#### Before the Interview

The interview process starts when an employer \_\_\_\_\_

These tips will help you prepare for a successful interview:

- \_\_\_\_\_
- \_\_\_\_\_

#### During the Interview

You will do well if you are \_\_\_\_\_

Points to keep in mind during the interview:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### After the Interview

After each interview, you have the following responsibilities:

- \_\_\_\_\_
- \_\_\_\_\_

#### Responding to a Job Offer

Before you accept a job offer, it is important to \_\_\_\_\_

\_\_\_\_\_

You can respond to a job offer in three ways:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Chapter 2 Employability Skills (continued)

### On the Job

What really matters to your professional success is \_\_\_\_\_

### Employee Responsibilities

As an employee, your main responsibility is \_\_\_\_\_

Successful employees:

- \_\_\_\_\_
- \_\_\_\_\_

Some general ways to carry out your responsibilities include:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Job resources include:

- People: \_\_\_\_\_
- Information: \_\_\_\_\_
- Technology: \_\_\_\_\_
- Money: \_\_\_\_\_

### Teamwork

You will practice teamwork on the job by \_\_\_\_\_

\_\_\_\_\_

Elements of teamwork include:

- Positive attitude: \_\_\_\_\_
- Respect: \_\_\_\_\_

Empathy: \_\_\_\_\_

- Resolving conflicts: \_\_\_\_\_

## Chapter 2 Employability Skills (continued)

### Ethics

Ethics: \_\_\_\_\_

Ethical behavior consists of \_\_\_\_\_

To decide between two choices, ask yourself the following questions:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Wages and Benefits

Your employer sets your pay based on \_\_\_\_\_

Your employer will pay you in one of two ways:

- \_\_\_\_\_
- \_\_\_\_\_

Benefits an employer may offer include:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The total amount of money you earn is your \_\_\_\_\_.

Net pay: \_\_\_\_\_

Deductions: \_\_\_\_\_

## **Chapter 2 Employability Skills** (continued)

### **Employer Responsibilities**

Your employer's main responsibilities include \_\_\_\_\_

\_\_\_\_\_

### **Employee Support**

Your employer is responsible for providing you with \_\_\_\_\_

### **Safe Working Conditions**

This responsibility includes the following:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

If you are injured on the job and cannot work, state laws require your employer to provide financial help called \_\_\_\_\_

### **Fair Labor Practices**

U.S. laws are meant to protect the following rights of employees:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Minimum wage: \_\_\_\_\_

Employers must compensate hourly employees who work overtime

with \_\_\_\_\_

## Chapter 2 Employability Skills (continued)

U.S. workers are guaranteed \_\_\_\_\_

Discrimination: \_\_\_\_\_

### Performance Evaluations

Probation: \_\_\_\_\_

During a performance evaluation, an employer may examine:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Performance evaluations are a good opportunity to \_\_\_\_\_

### Advancing on the Job

Some qualities that will help you advance in your career include:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Terminating Employment

When considering a job change, keep the following points in mind:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_