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 __________________________
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):
  ________________  • ________________
  ________________  • ________________
  ________________  • ________________

• SkillsUSA:
  ________________  • ________________
  ________________  • ________________
  ________________  • ________________
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:

• ________________________________________________________________

• ________________________________________________________________

• ________________________________________________________________

• ________________________________________________________________

• ________________________________________________________________

• ________________________________________________________________