

Chapter 21: Getting a Job

I-Summary: This chapter describes the steps to getting a job. As you search for a job you will learn about the qualifications employers want. Qualifications include the education, skills, and work experience needed to do a particular job. Employers look at a potential employee's level of education, basic skill ability, and work experience. Most jobs require at least a high school diploma and basic computer skills. Experienced workers are preferred employees because they need less training. Skills are important, but employers also look for certain character traits. Performance in school and extracurricular activities are also important to employers. One of the first steps in finding a job is preparing a résumé. The goal of a résumé is to get a job interview. An important part of a résumé is the statement about the type of job you want, known as your job objective. When you apply for a job, you might be asked to take a test to determine if you have the required skills. A job interview is a discussion between a potential employer and employee. Interviews can let you see if you really want the job. Follow up after an interview with a call or letter thanking the interviewer for their time. Learn from each experience, and work on your weaknesses.

I-Quiz

Quiz yourself to check your understanding. For each question, you will hear four answer choices. After you hear all four answer choices, choose your answer during the pause. Then you will hear the correct answer. Let's begin.

Question 1

Which is the education, skills, and experience required to do a job?

- a. occupation
- b. employability skills
- c. qualifications
- d. skill set

Question 2

Which are basic skills needed to get and keep a job?

- a. values
- b. employability skills
- c. computer skills
- d. qualifications

Question 3

Which is a summary of education, skills, and work experience?

- a. qualifications
- b. employability skills
- c. résumé
- d. job application

Question 4

Which is a statement about the type of job you want?

- a. employability skills
- b. long-term goals
- c. job objective
- d. résumé

Question 5

Which is a formal discussion with a potential employee?

- a. job application
- b. job interview
- c. job objective
- d. job conference

Answer Key

1. The correct answer is C, qualifications. Qualifications are the education, skills, and experience required to do a particular job. Different jobs require different qualifications.

- 2.** The correct answer is B, employability skills. Employability skills are basic skills that you need to get a job, keep a job, and do well at a job.
- 3.** The correct answer is C, résumé. A résumé is a summary of your skills, education, and work experience.
- 4.** The correct answer is C, job objective. A job objective is a statement about the type of job you want.
- 5.** The correct answer is B, job interview. A job interview is a formal face-to-face discussion between an employer and potential employee.