

Study Guide

Directions: Answer each question with the information you learned in Chapter 5. Write your answers in complete sentences on the lines provided.

1. What is networking, and how can it benefit your job search?

2. How does a résumé help you obtain a job?

3. What should you include in a cover letter?

4. What is a career portfolio?

5. Why is a job interview important?

6. What three things do employers rate highly when interviewing possible employees?

7. What are some steps you should take before going to an interview?

(Continued on next page)

Chapter 5 Entering the World of Work *Continued*

8. What are four tips you can follow to help prepare yourself for a successful interview?

9. What are two things you can do to follow up after an interview?

10. How should you dress for work?

11. What are three things you can do to stay safe on the job?

12. What is the difference between positive and negative stress?

13. What are three ways you can decrease the stress of balancing work and family?

14. What are two of the ways employers can help employees deal with the challenges of work and family?

15. What are employee benefits? Give an example of these benefits.

Personal Résumé

Directions: Choose a job from the employment bank below. Then complete the résumé form as if you were preparing to apply for the job.

- | | |
|-------------------------------------|---------------------------------------|
| Fast Food Restaurant Manager | Bowling Alley Manager |
| Child Care Employee | Auto Mechanic Apprentice |
| Camp Counselor | Health Club Front Desk Manager |

Name _____

Objective _____

Work Experience and Accomplishments

- _____
- _____
- _____
- _____

Education and Training

- _____
- _____

School Activities

- _____
- _____

Community Activities

- _____
- _____

Job Interview

Part I Directions: Choose a partner and conduct a practice interview. With your partner, create a fictitious name for the business and a position for which you will interview. As the interviewer, ask the questions below and take notes as your partner answers. Switch roles: as the prospective employee, answer the questions seriously and completely.

Interviewer's Business Name: _____

Position in the Business: _____

Interviewer Script: *"Hello. Welcome to my business, _____. I would like to ask you a few questions about your skills and interest in my company."*

1. What makes you want to work with my company?

2. What kind of skills do you have to bring to this job?

3. What kind of work experience do you have?

4. Tell me about your schedule. When are you available to work?

5. Tell me about a job you really enjoyed. Why did you enjoy it?

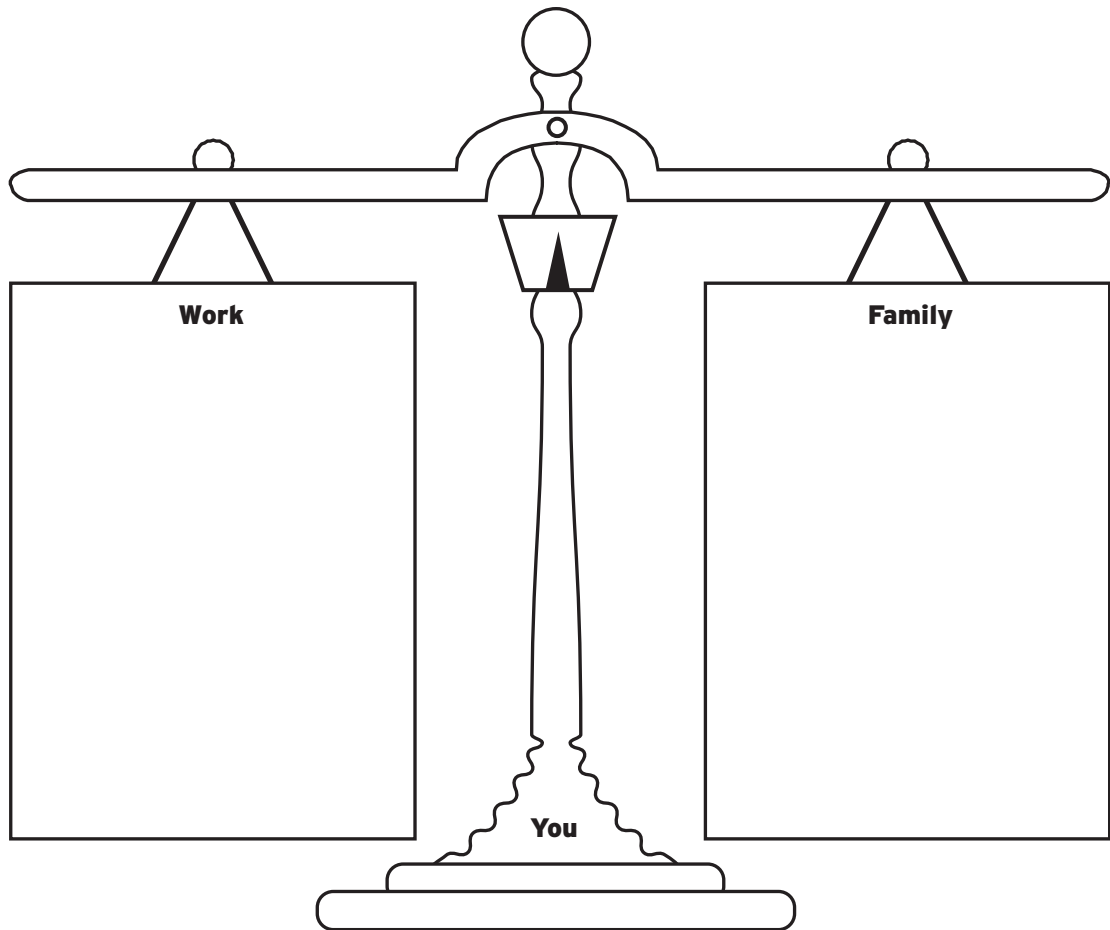
Interviewer Script: *"Thank you so much for you time. We will contact you when we make a final decision."*

Part II Directions: What did you learn from this practice interview? What changes might you make during a real job interview? Write your response on the lines below.

Balancing Work and Family

Directions: You can cope best with family and work responsibilities when you balance responsibilities between both parts of your life. Refer to the word bank below to decide which coping strategy applies to which part of your life. Write each coping strategy in the appropriate part of the diagram below.

- | | | |
|----------------------------|--------------------|------------------------------|
| Flextime | Eat well | Prioritize activities |
| Telecommute | Budget time | Exercise |
| Job share | Benefits | Vacations |
| Employee assistance | Sleep | Avoid work overload |
| Satisfying work | Hobbies | |



Child and Family Services

Directions: Use the online career research site O*Net to research two of the Child and Family Services careers found under *More Career Options* on page 121. Compare these career options by completing the information below. On a separate sheet of paper, write a brief summary of your findings and indicate which career might fit you best. Attach your paper to this activity sheet.

- A. On the O*Net Web site, open the “Find Occupations” window.
- B. In the “Quick Search” window, type in the career of your choice. Begin search.
- C. Select an occupation from the list provided.
- D. Under “View Report,” select “Summary.” Use the menu bar to answer the following.

Career Choice 1: _____

1. Of the skills listed, do I have at least two of them? (Circle one) YES NO

The skills I possess: _____

2. Of the tasks listed, what two tasks would I enjoy doing the most?

3. Of the tasks listed, what one task would I dislike doing?

4. Two work context categories to which I would have to adapt are:

Career Choice 2: _____

1. Of the skills listed, do I have at least two of them? (Circle one) YES NO

The skills I possess: _____

2. Of the tasks listed, what two tasks would I enjoy doing the most?

3. Of the tasks listed, what task would I most dislike doing?

4. Two work context categories to which I would have to adapt are:
