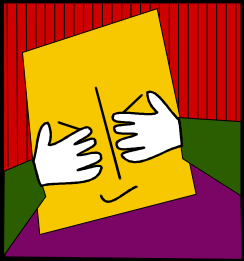
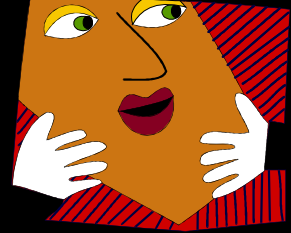


DON'T IGNORE!



CROSSROADS 10

FACE IT...



Fill in the blank beside each skill employers want with the letter of the correct description. Then answer the questions about each skill.

_____ 1. Time Management



A. Knowing how to get information from different sources such as the Internet, books, the library, interviews, community agencies, encyclopedias, dictionaries, etc. Do you use more than one resource when you research information? _____

_____ 2. Understanding Systems

B. Knowing how to write and speak ideas and thoughts clearly and effectively: Can others understand your writing? _____ Do you know how to get your point across? _____ Do you do well on discussion questions and papers? _____

_____ 3. Working with Technology

C. Knowing how to work, communicate, and complete tasks with other people in a cooperative manner such as group projects, team goals, etc. When you work on a group project can you compromise and listen to others? _____

_____ 4. Acquires Information / Research

D. Knowing how to use computers, fax machines, scanners, and other technology sources effectively to do research, write papers, and create documents. What ways do you use the computer? _____

_____ 5. Communication Skills



E. Understanding how changes affect different businesses, organizations, and systems. Being able to see the effects of changes on people, places, and things. What change would you suggest to improve your school system? _____

_____ 6. Organization Skills

F. Knowing how to file, place, prioritize, and order information, papers, projects, tasks, etc. in a clear way to locate information easily and keep track of things: Do you often lose your papers? _____ Do you use an agenda book to write down assignments? _____ Do you have an organized work area at home? _____

_____ 7. Creativity



G. Being able to develop and express your ideas and thoughts through art, music, poetry, prose, etc. in a different and unique way. Can you think of ways to express yourself on your own? _____ List any talents you have: _____

_____ 8. Working with Others

H. Being able to turn assignments and projects in on time, being early or on time to class, practices, and other events. Knowing how to organize your schedule to fit all of your schoolwork and activities in. Do you turn work in on time? _____

SKILL SETS



Now that you know about different skills, rate yourself from 1-5 beside each skill.
 1- I don't have this skill at all 2- I show this skill a little bit 3- I show this skill
 sometimes 4- I show this skill often 5- I use this skill most of the time

Rate each skill from 1-5

_____ **1. Time Management**

_____ **2. Understanding Systems**

_____ **3. Working with Technology**

_____ **4. Acquires Information / Research**

_____ **5. Communication Skills**

_____ **6. Organization Skills**

_____ **7. Creativity**

_____ **8. Working with Others**

_____ **Total Score**

Answer the Questions Below:

1. What skills are your best? _____

2. What skills do you need to work on? _____

3. How could improving some of your skills affect your grades?

4. How could improving some of your skills help you find a first job?

Mark off the activities below that could help you improve or use the skills listed on the left.

_____ **Debate Club**

_____ **Organized Sports**

_____ **4-H**

_____ **Foreign Language Clubs**

_____ **Volunteering**

_____ **Drama**

_____ **Computer Classes**

_____ **Student Council**

_____ **School Newspaper Staff**

_____ **School Yearbook Staff**

_____ **Art Classes**

_____ **Chorus/ Music Class**

_____ **School Band**

_____ **Chess Club**

_____ **Library Assistant**

_____ **FFA**

_____ **FHA**

_____ **Volunteering at a homeless shelter**

_____ **Volunteering for Habitat for Humanity**

_____ **Volunteering at a hospital**

_____ **Being a sports team manager**

_____ **Working at a local library**

_____ **Tutoring younger children**

_____ **Teaching kids crafts or sports**

_____ **Being a boy scout or girl scout**

_____ **Taking self defense classes**

_____ **Working at an animal shelter**

_____ **Being in charge of a fund raiser**

_____ **Being a treasurer in a club**

_____ **Cleaning up your desk or room**

_____ **Creating files for your papers**

_____ **Using an agenda book or daily planner**

_____ **Getting up 15 minutes earlier each day**

_____ **Being in a mentor program**



CAREER SEARCH

Go to www.vaview.vt.edu and pick a career to research. Fill in the blanks below to find out more about careers.

1. What is the title of the Career you will research:

2. What Career Family does this career belong to:

3. Fill out the information for the career below:

Salary Range: _____

Job Outlook: _____

Education Required: _____

4. Write the career description below:

5. Write the duties of the career below:

6. Check off the skills that you think are needed for this career:

- Math
- Science
- Reading
- Writing Skills
- Working with people
- Working with animals
- Working outside
- Working inside
- Computer skills
- Being on time
- Time Management
- Working with machines
- Driving
- Working alone
- Being Creative

7. What do you like about this career?

8. What do you dislike about this career?

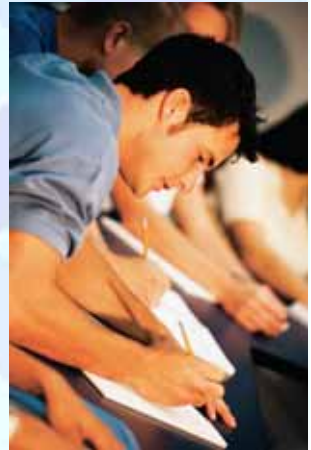
9. What school subjects would be important for this career?

10. I would be good at this career because:

The Application Situation:

Applying for a first job? Take this quiz to learn what to do and what to ask.

- ___ 1. How many copies of the job application or form should you get?
 - A. One, you never mess up.
 - B. Two, one for your rough draft and one for the final.
 - C. It really doesn't matter.
- ___ 2. Before you fill out the application you should:
 - A. Read the entire form before you start to complete it.
 - B. Fill it out as you read it.
 - C. Ask the employer what he or she thinks you should do.
- ___ 3. When you fill out your application to submit to the employer you should:
 - A. Print or type the application in black ink.
 - B. Write in pencil in case you need to erase.
 - C. Use multi colored gel pens to reflect your fun personality.
- ___ 4. If a part of the application does not apply to you, you should:
 - A. Leave it blank
 - B. Make up an answer.
 - C. Write (N/A) which stands for not applicable.
- ___ 5. Before you list people as references you should:
 - A. Double check their contact information (address, phone number, work number)
 - B. Ask permission from each person to use them as a reference.
 - C. Explain to each person you are using as a reference what jobs you are applying for.
 - D. All of the Above.
- ___ 6. On every job application you should:
 - A. Sign and date it.
 - B. Doodle on it.
 - C. Fold it up before submitting it.
- ___ 7. When you go to get an application you should always:
 - A. Bring along your parents.
 - B. Bring along your friends.
 - C. Bring along a current resume and references in case you need to fill out the application on the spot.
- ___ 8. The best way to present a job application is to:
 - A. Hand deliver it to the employer.
 - B. Fill it out at home and mail it in with a resume and cover letter that points out your strengths.
 - C. Give it to a friend to drop off for you.



Source: *Directions, Volume III*. www.mscaerernetwork.org. Mississippi's Career Resource Network.