

# Other Employability Skills

**The Work Ethic Site**

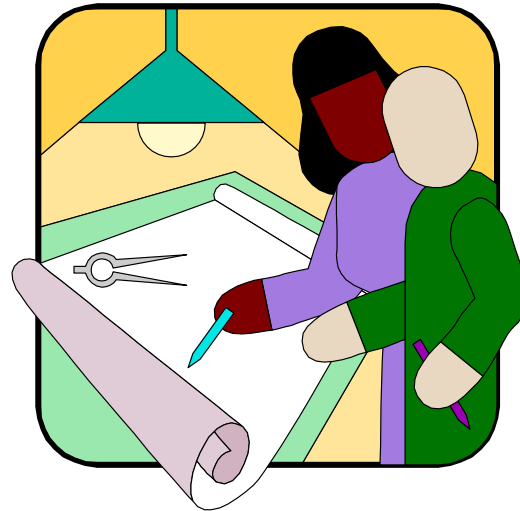
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# Learning Goal

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- To examine employability skills related to work ethic and to identify key characteristics which are important for success in the information age workplace



# Other employability skills

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- Numerous other characteristics and skills needed to be prepared for work
  - preparing a resume
  - how to find a job
  - interviewing skills
  - how to dress for success
  - what to expect in a new job
- Some of these overlap with the work ethic characteristics previously discussed



# Assignment 1

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- Read the suggested tips for seeking a job
- Work through the scenarios and consider what your response would be
  - applying for a job
  - interviewing dilemma
  - awkward situation
- Record your answers for use in small group discussion



# Assignments 2

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- Preparing a resume
  - brief and to the point
  - different versions for different jobs
  - good quality printing and paper stock
- Numerous other resources can be used to help with this
- Keep an up-to-date resume prepared at all times



# Assignments 3

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- Telephone etiquette
  - manners are important
  - first impressions are very important
  - answering the telephone is a very important job
- Use a tape recorder to see how you sound
- Correct English usage and grammar is very important
- Learn several phrases perfectly to handle routine situations

