Employability Skills Review Sheet

1. Name 4 skills that were mentioned in the notes (Do You Have What Employers are Looking For?) and tell why that skill is important in terms of how successful you will become.
2. What is the importance of having good interpersonal or soft skills?
3. Communication occurs verbally, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in writing, and through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Name 3 barriers to communication.
5. Why is body language important?
6. List 3 types of body language.
7. Name and describe 5 of the leadership styles discussed in class.
8. Why is teamwork important to a business?
9. Applying principles of right and wrong to the workplace situations is known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
10. Guidelines for human behavior or the study of moral choice and values is known as \_\_\_\_\_\_\_\_\_\_.
11. Information about a job is known as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
12. Name the 7 ways discussed in the notes to find job leads.
13. List 3 groups of people that you could include in your network.
14. Why is networking important?
15. How does social media help or hinder people from finding jobs.
16. What are 2 common mistakes that job applicants make when filling out a job application?
17. What are the key components of a resume (list 6 discussed in notes)?
18. Name 3 additional components that you could include.
19. What is the purpose of the cover letter?
20. Name 5 interviewing tips to think about before going on a job interview.