

CHAPTER 2 **Employability Skills****Lab 2.1 On-the-Job Math****Mathematics Project**

Directions Read the paragraph and use the information to solve the problem.

Carlos has applied for several jobs at child care centers in his community. He has gone on interviews and has received two offers for employment. Carlos has certain expenses that he must pay for each month: rent in a shared apartment (\$300), part-time college (\$250), food (\$220), transportation (\$50), and shared utilities (\$200). He must also have some money left over for emergencies and discretionary spending, or spending on nonessentials. Based on this information, which job offer should Carlos accept? Assume that a month has four weeks in your calculations. Show your work in the space below.

Job Offer 1	Job Offer 2
Pine Tree Child Care Center Administrative Assistant 40-hour workweek Pay: \$7.25/hour	Happy Village Learning Center Assistant Caregiver 30-hour workweek Pay: \$8.50/hour

CHAPTER 2 **Employability Skills****Lab 2.2 Describe Good Work Habits****English Language Arts Project**

Directions People admire the characteristics of individuals whom they consider to be good leaders. In the space provided, give an example of how you might show each characteristic in your role as a child care professional, with children and with coworkers.

1. Be well prepared and think ahead.

Children: _____

Coworkers: _____

2. Express yourself effectively.

Children: _____

Coworkers: _____

3. Be poised and self-confident.

Children: _____

Coworkers: _____

4. Have humility and a sense of humor.

Children: _____

Coworkers: _____

Name _____ Date _____ Class _____

Lab 2.2 Describe Good Work Habits (continued)

5. Be responsible.

Children: _____

Coworkers: _____

6. Be cooperative.

Children: _____

Coworkers: _____

7. Be courteous.

Children: _____

Coworkers: _____

8. Set goals.

Children: _____

Coworkers: _____

9. Take advice.

Children: _____

Coworkers: _____

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CHAPTER 2 Employability Skills

Lab 2.3 Prepare for a Job Interview



Child Care Skills Project

Directions—Part 1 On a separate sheet of paper, write your answers to the potential interview questions listed below. Then, in groups of three, demonstrate your verbal and nonverbal communication skills by participating in a mock interview. One group member should be the interviewer, another the interviewee, and the third should critique the interview. Repeat the mock interviews until each person in your group has had an opportunity to participate in each role.

Questions About You:

1. Why do you want to work with children?
2. What is your philosophy about working with children?
3. Why are you interested in this particular job?
4. What do you see yourself doing in five years?
5. What is your greatest weakness?
6. How do you manage your time when you have a lot of things to do?
7. How do you constructively handle stress (pressure) and anger?

Questions About Early Childhood Care and Education

8. How would you describe a developmentally appropriate curriculum?
9. How does your philosophy about early childhood care and education impact your curriculum choices?
10. What is the value of play for children?
11. What personal experiences have you had relating to caring for children?
12. What would you do to maintain a good working relationship with parents?
13. How would you handle a child who hits and bites other children?

Lab 2.3 Prepare for a Job Interview (continued)

Directions—Part 2 Read each statement in the chart below. Use your insights from the mock interview to determine whether the behavior is appropriate for a job interview, and indicate in the chart. If the behavior is not appropriate or ineffective, write the correct behavior. An example has been completed for you.

Interview Behavior	Your Response
Selma has an interview scheduled, but she did not write down the information.	Always write down the date, time, and location of the interview, and ask for directions if necessary.
Daniel wears jeans and a T-shirt to his interview.	
Chloe arrives late for her interview, but it is because she got lost.	
Ajani answered all the interview questions thoughtfully, but he did not make eye contact.	
During her interview, Kendra slouched in her chair and fidgeted with her hair.	
When asked a question, Keung politely stated that he did not know the answer.	
During the interview, Sarah chewed gum.	
Aden was excited about his interview. He had many questions and often interrupted the interviewer to ask them.	
Isabel asked politely about the rate of pay and employee benefits.	
Nikos thanked the interviewer for her time and asked when he could expect to hear back from her about the position.	
Marisa sent a thank-you note to the interviewer a week after the interview.	

CHAPTER 2**Employability Skills****Study Skills**
Setting Goals

Directions Read the tips for setting goals for success. Then follow the prompt to write goals for today, the short term, and the long term that can help you sharpen your employability skills.

Tips to Set Goals for Success

Good students set realistic goals to help them achieve success. They create plans for success and then work to make those plans reality.

- Make your goals clear, specific, and measurable.
- Make sure your goals are realistic.
- Phrase your goals positively.
- Set a reasonable number of goals.
- Think of achieving your goals as a game or a challenge, not as a chore.
- Team up with a friend and encourage each other to reach your goals.
- Be patient. Do not expect immediate results.
- Adjust your goals. Things change, and you can too.

After reading Chapter 2, think of a particular employability skill that you want to improve. Then think about the goals you will need to set to improve that skill. Your goal may be to learn more about a specific technology, practice communication skills, or improve your leadership skills. Write the goals you will need to meet today, in the short term, and in the long term to improve the skill you have chosen.

Employability skill I want to improve: _____

Today's goals: _____

Short-term goals: _____

Long-term goals: _____

CHAPTER 2**Employability Skills****Certification Test Practice****What to Ask Before a Test**

Directions Read the tips for what to ask before a test. Then complete the sample true-or-false test. In the table, on the right, put a check mark (✓) under **T** for true or **F** for false.

Questions to Ask Before a Test

Before the day of a test, ask your teacher these questions:

- What material and objectives will be covered on the test?
- What type of questions will appear on the test—multiple choice, true or false, fill in the blank, or essay?
- How much time will I have to complete the test?
- Will the test be on a computer or in printed form?
- Will the test be open book or closed book?
- How much will this test count toward my grade for this class?

	T	F
1. Body language reveals your feelings and reactions to what you say or hear.		
2. Responsible employees do not show up to work on time.		
3. Team members show leadership by taking initiative to accomplish team tasks.		
4. Networking is the most direct and successful way of finding a job.		
5. A cover letter is a summary of your career objectives, work experience, education, and training.		
6. Making eye contact during an interview shows that you are interested in what the interviewer is saying.		
7. Technology resources on the job should be used only for work-related business.		
8. Your total compensation includes both wages and benefits.		
9. Sexual harassment is a form of probation.		
10. Taking continuing education classes shows your employer that you are interested in advancing on the job.		

CHAPTER 2**Employability Skills****Content and Academic Vocabulary**
English Language Arts

Directions Write the vocabulary term that best completes each sentence. Not all vocabulary words will be used.

Content Vocabulary		Academic Vocabulary
active listening	ethics	foundation
body language	workers' compensation	responsibility
work ethic	minimum wage	
flexibility	compensatory time	
networking	labor union	
trade publications	collective bargaining	
service learning	discrimination	
résumé	sexual harassment	
prioritize	probation	
empathy		

1. You must _____, or put tasks in order of importance, to use time effectively and to complete tasks efficiently.
2. A/An _____ is a required task or duty.
3. A/An _____ is a summary of career objectives, work experience, qualifications, education, and training.
4. The ability to adapt willingly to change is called _____.
5. _____ is the lowest hourly wage an employee can earn.
6. Having basic skills, such as communication and math skills, provides a strong _____ for finding and keeping a job.
7. Employers must protect their employees from _____, which is unfair treatment based on age, gender, race, religion, disability, or other factors.
8. One's _____ is a personal commitment to work hard and to do one's very best.
9. An employer may set a period of _____ for a new employee in order to assess the employee's work and behavior.
10. Practicing the skill of _____ involves avoiding distractions, focusing on what a speaker says, and asking questions for clarification.