Basic Employability Skills

Module 00108-15

Basic Employability Skills

- A company's documented philosophy is called its **Mission Statement**.

- a. business plan

- b. administrative structure

- c. organizational structure

- d. mission statement

Basic Employability Skills

- The time to learn about a potential employer is **before the application is submitted.**

- a. before the application is submitted
- b. before the interview
- c. during the interview
- d. during the first week of employment

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- When preparing a resume, you should **format the information chronologically.**

- a. use a font that is very creative and expressive

- b. format the information chronologically

- c. avoid any use of bulleted lists

- d. not mention any certifications until an interview beg

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- During a job search, it is a good practice to **look for jobs that match your skills and experience.**

- a. apply for positions that require less skill to better your chances

- b. apply for positions that require greater skills to show your potential

- c. avoid any jobs that will likely require additional learning

- d. look for jobs that match your skills and experience

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- Before employment begins, candidates for construction jobs must often **take and pass a drug test**.

- a. pass a rescuer's and first aid test

- b. take and pass a drug test

- c. pass a driving test

- d. be capable of lifting their own weight

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- Most employers advertise job openings **on the Internet**.

- a. in the local newspaper only

- b. at the front desk

- c. on the Internet

- d. directly on the organizational chart

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- Critical thinking is the process of **evaluating information, then reaching a conclusion or making a decision.**

- a. evaluating information, then reaching a conclusion or making a decision

- b. searching for jobs, then applying and interviewing

- c. distrusting new ideas

- d. evaluating the need, then developing business

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- You will never stop learning better ways to solve problems if you are **open to change.**

- a. overtime

- b. promotion

- c. change

- d. evaluation

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- When a problem-solving team includes a closed-minded person, that individual is one who **distrusts any new ideas and resists change .**

- a. does not get along well with others

- b. lacks work ethics

- c. tries to sabotage the project

- d. distrusts any new ideas and resists change

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- The first step to solving a problem is to **define it .**

- a. find a solution

- b. define it

- c. ask for help

- d. have a plan

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- If you see a potential source of delay on a project, **notify your supervisor immediately.**

- a. ask a co-worker to determine the problem

- b. stop working on your task until the problem is solved

- c. notify your supervisor immediately

- d. monitor the problem until it reaches an urgent stage

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- A common problem on the job site that contributes to delays is **absenteeism.**

- a. closed-mindedness

- b. fear of change

- c. absenteeism

- d. personality conflicts

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- The way you speak, act, and interact with others is referred to as your **self-presentation skills.**

- a. work ethic

- b. fear of change

- c. professionalism

- d. self-presentation skills

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- Being dependable means **showing up for work on time, every day.**

- a. showing up for work on time, every day

- b. reporting co-workers who stretch out lunch hours and breaks

- c. leaving work early once you've finished a task

- d. finishing tasks no earlier than their scheduled date

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- Conflict resolution is considered to be **an important relationship skill.**

- a. important relationship skill

- b. sign of a good welder

- c. unacceptable in the workplace

- d. sign of weakness

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- To resolve a conflict with a co-worker, it is best to **first admit there is a conflict**.

- a. immediately tell your supervisor

- b. first admit there is a conflict

- c. ignore it

- d. think about it for a while

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- It is not professional to offer constructive criticism if you **cannot suggest an alternative method**.

- a. do not know the other person

- b. cannot get along with the other person

- c. cannot suggest an alternative method

- d. give an opinion

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- A worker is verbally abusing another worker consistently, sometimes physically, and there is an imbalance of power between the two. This likely falls into the category of **bullying**.

- a. racism

- b. age discrimination

- c. sexual harassment

- d. bullying

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- Working with others to meet common goals is an example of **teamwork**.

- a. teamwork

- b. technical skills

- c. critical thinking

- d. behavioral skills

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- Being self-confident and an effective communicator are signs that a worker may be a **leader**.

- a. bully

- b. leader

- c. ineffective craftworker

- d. undependable