

CROSSROADS 11

For each type of skills listed rate yourself from 1-5. One- I don't have this skill at all, Three-I'm OK at this , Five- I've mastered this skill!

I. Special Knowledge: (What you know): Skills that require special training, knowledge, and competency.

- Computer Programming Languages
- Computer Software
- Driver's License
- First Aid Certification
- CPR Certification
- Foreign Language
- Other: _____
- Other: _____

II. Self Management: (Who you are): Skills that relate to your ability to manage yourself in relation to a job or career.

- Friendly
- Creative
- Positive Attitude
- Artistic
- Musical
- Flexible
- Courteous
- Eager to learn new things
- Reliable (You can count on me!)
- On time (punctual)
- Cooperative
- Other: _____
- Other: _____

III. Functional (What you can do): Skills that enable you to relate data, people, and things.

- Communicates clearly verbally
- Communicates well in written form
- Uses good listening skills
- Organizes information effectively
- Can perform research
- Works as a team member
- Completes projects on time
- Other: _____
- Other: _____

1. List 3 skills that you have right now:

2. List 3 skills that you would like to develop:

3. Name 2 occupations that are interesting to you?

4. Why are you interested in these occupations?

5. What other occupations interest you?

6. What skills are needed for those occupations?

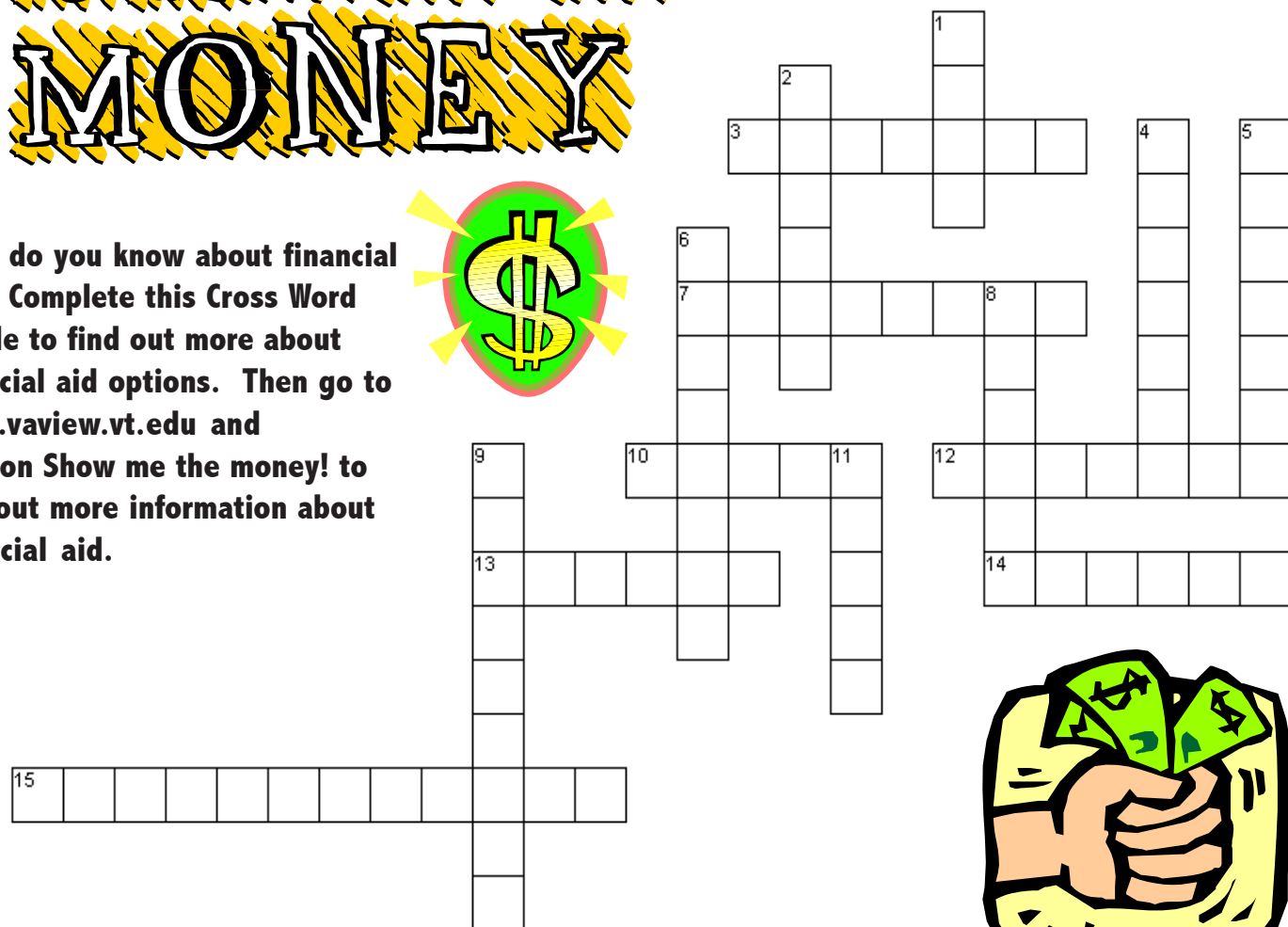
7. How can you develop those skills? _____

8. What are some of the skills listed to the left that could help you in school? _____

9. What skills do you need to work on to get a job? _____

SHOW ME THE MONEY

What do you know about financial aid? Complete this Cross Word puzzle to find out more about financial aid options. Then go to www.vaview.vt.edu and click on Show me the money! to find out more information about financial aid.



Across

3. _____ Tuition Plans lock in current tuition rates.
7. Go to the _____ to find out more information about financial aid options.
10. _____ College Savings Plans offer more flexible investing options.
12. Scholarships and fellowships are reserved for students with special qualifications or _____.
13. Financial aid is also given to students pursuing specific _____ or courses of study.
14. _____ scholarships are given to students who exhibit exceptional athletic abilities.
15. Forms of financial aid that help students pay for their education. Unlike loans, they do not have to be repaid!

Down

1. A form of financial aid that must be repaid with interest.
2. A form of financial aid, based on need that you do not have to repay. Numerous private organizations offer this type of assistance.
4. _____ payment plans are short-term installment plans that split your tuition into equal monthly payments.
5. The federal Parent Loan for Undergraduate Students (PLUS) lets _____ borrow money to cover costs not already covered by student financial aid packages.
6. The _____ provides several types of financial aid and tuition assistance based on joining and serving the armed forces.
8. Many scholarship applications require students to write _____ about their career and educational goals.
9. Studying for two years at a _____ college can save the student a significant amount of money.
11. It is important to apply _____ for financial aid.

INTERVIEW

TIPS

You are interviewing a job applicant. Rate each statement from 1-5 using the following scale: 1-Very Negative.....3-This is OK...5-I want to hire this person!

1. "I think I can do the work for this job." _____
2. "I can get you a list of references maybe next week." _____
3. "Here's a sample of my work for you to review." _____
4. "One of my best skills is problem solving." _____
5. "I would like to talk about the skills I could bring to the job." _____
6. "I just hate school, so I'm trying to get a job to drop out." _____
7. "Sometimes I think I do OK at hard tasks." _____
8. "I applied for this job because my parents told me to." _____
9. "Here's a copy of my most recent resume." _____
10. "I am willing to learn the skills needed for this job." _____
11. "I can work well with others." _____
12. "My friend works here so I wanted to apply too." _____
13. "I can quit my other job anytime to take this one." _____
14. "What do I have to learn for this job?" _____
15. "I always try to use my time wisely." _____
16. "I am willing to learn new skills." _____
17. "I think that my experience fits well with this job." _____
18. "There's no way I can work on the weekends." _____
19. "I really haven't thought about my career goals." _____
20. "This job sounded interesting, so I applied." _____



What statement #s got the highest ratings? _____

What statement #s got the lowest ratings? _____

What statement #s would you use at a job interview? _____

Why? _____

INTERVIEW TIPS

Write true or false next to each statement about interview tips and success.

- ___ 1. Show up 5-10 minutes early for your interview.
- ___ 2. Dress professionally.
- ___ 3. Talk about all of the problems you have had with other jobs.
- ___ 4. Be willing to listen to the interviewer.
- ___ 5. Spend most of the time talking about your personal life.
- ___ 6. Be prepared to talk about career and educational goals.
- ___ 7. Look alert. Sit up straight. Make eye contact.
- ___ 8. Tell the interviewer immediately what hours you want to work.
- ___ 9. Ask for top pay immediately. You're worth it.
- ___ 10. Make sure you are chewing gum or eating candy.

- ___ 1. The following are considered unprofessional dress for women during an interview:
a: low necklines b: short skirts c: baggy jeans d: all of the above
- ___ 2. The following are considered unprofessional dress for men during an interview:
a: T-shirts b: Dress Pants c: Collared Shirts
- ___ 3. During an interview you should: a: wear lots of perfume and cologne b: give a limp handshake c: be prepared with questions about the position or company
- ___ 4. It is best during an interview for you to: a: avoid eye contact b: make excuses about past jobs c: appear interested and alert
- ___ 5. During a job interview you should: a: ask your parents to come with you b: ask your friends to come with you c: bring a list of references
- ___ 6. The best attitude to have during a job interview is: a: show that you really do know it all b: appear interested and honest c: make them think you really don't need the job (that way they will definitely hire you)
- ___ 7. After a job interview you should: a: send a thank you note to the interviewer b: call the very next day to see if you got the job c: send a thank you email
- ___ 8. During a job interview an interviewer can not ask you about : a: your religion b: your race c: your medical history d: all of the above

What questions or concerns do you have about interviewing? _____
