

Name: _____

Hour: _____

VIDEO WORKSHEET

Review

Directions: After watching “*Secrets: Landing and Keeping a Job*”, answer the following questions.

1. What are transferable job skills?
2. Identify the top 3 transferable job skills as noted in the video.
3. List at least three (3) other transferable job skills illustrated in the video.
4. The video explains where you can acquire transferable job skills. For each, describe what could be learned.

5. How did Robby help Kyle & Alex justify the discussion of ninja skills?

6. True or False? When employers are considering layoffs, employees with transferable job skills are more likely to retain their jobs.

7. Take a minute to reflect on transferable job skills that you have. List two (2) that are your strengths and list two (2) that need more development.

Strengths

Need Development

8. Matt helped his colleagues write transferable job skill statements, give an example, and make a connection. It's your turn to write two (2) of your own.

Statement: _____

Example: _____

Connection: _____

Statement: _____

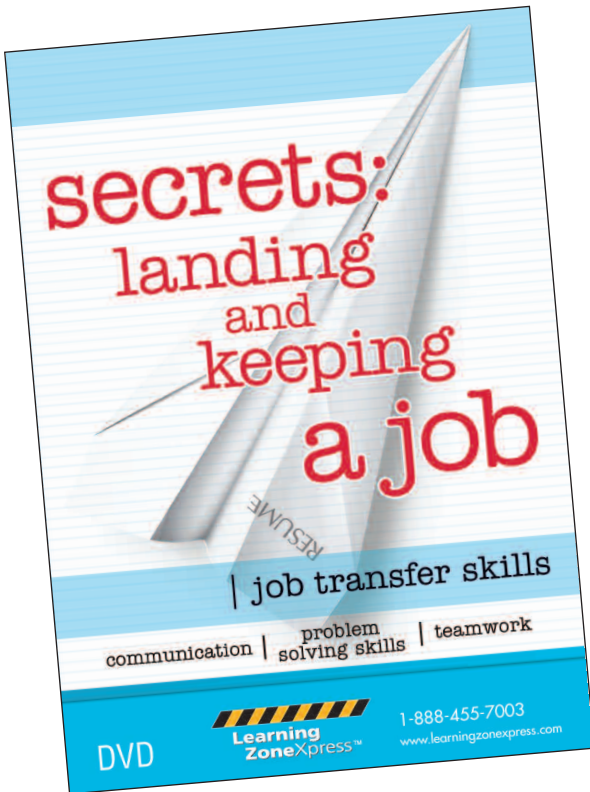
Example: _____

Connection: _____

9. True or False? Transferable job skills will help you get and keep a job.



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TEACHER'S KEY

Review

Directions: After watching “*Secrets: Landing and Keeping a Job*”, answer the following questions.

- What are transferable job skills?
Things that you are good at that aren't job specific and can be used at any job
- Identify the top 3 transferable job skills as noted in the video.
 - Communication*
 - Problem solving*
 - Teamwork*
- List at least three (3) other transferable job skills illustrated in the video.

<i>a. Leading a group</i>	<i>d. Train others</i>
<i>b. Speaking a foreign language</i>	<i>e. Meeting deadlines</i>
<i>c. Keeping detailed records</i>	<i>f. Manage financial records</i>
- The video explains where you can acquire transferable job skills. For each, describe what could be learned.
 - school – listening, following directions*
 - volunteering – helping others, adapting to situations*
 - student council – coordinating activities, running meetings*
 - extra curricular activity – leadership, organization*
 - family – communication, problem solving, teamwork*

5. How did Robby help Kyle & Alex justify the discussion of ninja skills?

He said that Kyle was using creativity and innovation and those are skills that are valuable to employers.

6. **True** or False? When employers are considering layoffs, employees with transferable job skills are more likely to retain their jobs.

7. Take a minute to reflect on transferable job skills that you have. List two (2) that are your strengths and list two (2) that need more development.

Strengths

Need Development

answers will vary

8. Matt helped his colleagues write transferable job skill statements, give an example, and make a connection. It's your turn to write two (2) of your own.

Statement: _____

Example: _____

Connection: _____

answers will vary

Statement: _____

Example: _____

Connection: _____

9. **True** or False? Transferable job skills will help you get and keep a job.

