

Name \_\_\_\_\_

**“Employability Skills”** website:

Define these terms:

1. Employability skills
2. Character
3. Responsibility
4. Work Ethic
5. Initiative
6. Punctuality
7. Time management
8. Loyalty
9. Raise
10. Promotion
11. Seniority
12. Feedback
13. Constructive criticism
14. Receptive
15. Defensive
16. Performance Review

(continue)

Name \_\_\_\_\_

**“Keeping Your Job” website:** choose **“Your first week on the job”**

List ten general things you should do on the first week: (use the headings, not the bullets)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**“How To Get Fired” website:**

List 13 things to get you fired:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.