

Name: \_\_\_\_\_



1. Log in to a computer and open up Internet Explorer
2. Go to <http://media.dsbu.edu.on.ca/>
3. Click "Search Full Catalog"
4. In the white text box type "Keeping a job"
5. Click the down arrow to the right of the word Format and select Streaming Video (SV)
6. Click the green submit button
7. Click the name of the video when it is displayed on the screen under items found
8. Click the play video button
9. When asked for user information enter
  - ✓ last name = hilliker first name = sean password = westlane
10. Watch the video (you can double-click the screen to make it full screen)
11. As you watch the video pause it so you write down your answers to the questions:

List 2 things the young man in the video is worried about as he looks in the mirror getting ready for his day on the job:

1. \_\_\_\_\_ 2. \_\_\_\_\_

The narrator says getting a job can be a drawn out process. List the 3 things mentioned that you go through in the process.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

What is going to be your first priority when you start your first job? \_\_\_\_\_

Keeping a job involves a number of considerations:

- ✓ the job itself must be within your \_\_\_\_\_ and appropriate for your \_\_\_\_\_.
- ✓ but it's also got to do with your \_\_\_\_\_ and how you \_\_\_\_\_ around the workplace.

### A WORKING MINDSET:

A level of maturity was mentioned as important as far as how you conduct yourself in \_\_\_\_\_

List 3 things that were suggested to do on the first day of a new job:

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Your mindset needs to be open to new ideas, thinking about...

- how do I solve \_\_\_\_\_?
- how do I be \_\_\_\_\_?
- how will I express myself in terms of a \_\_\_\_\_?
- how will I communicate with \_\_\_\_\_?
- and also my willingness to \_\_\_\_\_

What is mentioned in the video as an effective way to get you in the mode of working? \_\_\_\_\_

What will be kept to a minimum by using this technique? \_\_\_\_\_

List 2 things the young man in the video did better the second time after he improved his morning routine in getting ready for work:

1. \_\_\_\_\_ 2. \_\_\_\_\_

List the points given as a summary of the "Working Mindset" section of the video:

- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_

KNOWING YOUR JOB:

List 2 different types of people you can talk to in order to find out more about a job before you start:

1. \_\_\_\_\_ 2. \_\_\_\_\_

What is it that gives people the "frights?" \_\_\_\_\_

What is suggested as the first thing you should ask when you start a new job? \_\_\_\_\_

You've really got to start thinking about the \_\_\_\_\_ of the job and not just the \_\_\_\_\_ that the job entails.

Appreciating where your job fits in with the \_\_\_\_\_ means you need to know a bit about \_\_\_\_\_ and how their jobs fit in with the overall \_\_\_\_\_.

It is also very helpful to know about the aims and \_\_\_\_\_ of your employer.

List the points given as a summary of the "Knowing Your Job" section of the video

- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_

SETTING GOALS:

What does KPI stand for? \_\_\_\_\_

One of your goals might be to remain with the employer for a length of time to maximize the \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ you can get in one workplace OR

one of your goals may be to gain \_\_\_\_\_ with a number of different \_\_\_\_\_.

In months and years to come future employers will always be interested in your \_\_\_\_\_ with past employers.

List 2 types of jobs that were described as "transient" (likely to change employers several times)

1. \_\_\_\_\_ 2. \_\_\_\_\_

Another personal goal might be to improve in certain areas in your work or take on \_\_\_\_\_ to increase \_\_\_\_\_. This can always enhance \_\_\_\_\_ prospects.

Jobs are changing all the time and every employee can always \_\_\_\_\_ and \_\_\_\_\_.

It's important to take on additional training because:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

List the points given as a summary of the "Setting Goals" section of the video:

- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_

FITTING IN:

If very few people get fired because they can't do the job why do they tend to be fired?

A workplace \_\_\_\_\_ is how the organization goes about doing its' business.

- What \_\_\_\_\_ are instilled? What is their \_\_\_\_\_? What is their \_\_\_\_\_?

A positive workplace culture makes the experience of work more \_\_\_\_\_ and \_\_\_\_\_.

Good workplace cultures are based on:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

List 2 strategies you might want to think of in order to help you fit in to your new workplace that were mentioned in the video:

1. \_\_\_\_\_ 2. \_\_\_\_\_

List the points given as a summary of the "Fitting In" section of the video:

- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_