

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:

- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____