

# JOB SURVIVAL: Keeping and advancing your job

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

Good employees all have 2 things in common. What are they?

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

The one important factor that Scott and Sabrina have in common is that they both want \_\_\_\_\_.

Throughout the video several different examples of GOOD WORK HABITS will be discussed. List them below:

1. Positive Attitude
2. Personal Qualities (list 4 examples of personal qualities below)

- \_\_\_\_\_
3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_
  7. \_\_\_\_\_
  8. \_\_\_\_\_
  9. \_\_\_\_\_
  10. \_\_\_\_\_
  11. \_\_\_\_\_
  12. \_\_\_\_\_
  13. \_\_\_\_\_

List 4 examples given about dressing appropriately at work:

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

Fill in the blanks below about questions you should ask yourself each day on the job with regards to self-assessment:

- Do I get to work \_\_\_\_\_?
- Do I let my boss know \_\_\_\_\_ if I am going to miss work?
- Am I dressed \_\_\_\_\_?
- Do I know my \_\_\_\_\_?
- Do I work as \_\_\_\_\_?
- Do I behave \_\_\_\_\_?
- Would I \_\_\_\_\_ if I were the boss?

List 4 tips that were shown in the video about JOB ADVANCEMENT:

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

At the end of the video Sabrina and Scott repeat several tips that were emphasized in the video. List 4 tips below:

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