**Child Care Guidance Unit 2:
EMPLOYMENT SKILLS:** Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Job Application Interview & Work Skills

**Rights and Responsibilities of Child Care Employees**

|  |  |
| --- | --- |
| **Employee Rights** | **Employee Responsibilities** |
| * Quality workplace
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Employee Benefits

* Job \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Supportive Supervision
* Environment free from discriminationand sexual harassment
* \_\_\_\_\_\_\_\_\_\_\_\_ work environment.
 | * Do your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Comply with all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and state childcare licensing requirements.
* Adhere to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ standards.
* Provide appropriate, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ care.
* Good attendance /be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Professional appearance.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Maintain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_when needed.
 |

**When Seeking a Job:**

* Check with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, friends, relatives, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

internet and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for job openings.

* Obtain applications, complete and return to businesses.
* Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when applying for jobs outside your community.
* ALWAYS be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and likeable.

**JOB APPLICATION**

* Fill out the application form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Use a \_\_\_\_\_\_\_\_\_\_\_ and write \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**INFORMATION** may be collected from:
- Birth Certificate -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ -Driver’s License -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYER MAY REQUIRE:**

* Special Permits
	+ Food Handlers
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ 1st Aid Training
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Blood Test
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for background check.

**The INTERVIEW:**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Arrive about 10 minutes early.
	+ Find the location of the interview BEFORE the day of the interview.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ yourself and use a firm handshake.
	+ Be Pleasant
	+ In both \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ language
	+ Be attentive, alert, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and use eye contact.
* DO NOT chew Gum

|  |  |
| --- | --- |
| **Your DRESS and APPEARANCE** | **Does APPEARANCE MATTER …** |
| * How you **\_\_\_\_\_\_\_\_\_\_\_\_\_** makes a statement before you even open your mouth!
* Appearance =

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Clothing should be: * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ being sought
* Clean and pressed
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Grooming Includes:* Hair, Beards, Nails,
* Breath - Body Odor

Avoid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ make up, perfume, jewelry, or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

**QUALITIES EMPLOYERS ARE LOOKING FOR:**

1. Communication Skills (written & verbal)
2.  Honesty and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Teamwork Skills - getting along with others
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Skills
5. Strong \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Motivation / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Flexibility
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Skills (Problem Solving)
9. Computer Skills
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Skills

**You got the Job - NOW KEEP IT!**

Find a Job you will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_!

* Be ON TIME - Don’t \_\_\_\_\_\_\_\_\_\_\_\_\_\_ SICK LEAVE.
* Be a HARD WORKER-Get the Work DONE.
* Follow \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_!
* Keep a LEARNING ATTITUDE.
* Do Not \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* HELP in any way possible.
* Work \_\_\_\_\_\_\_\_\_\_\_ not \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ other employees.