

Listed below are ten questions directly related to the five (5) competencies identified in the Secretary's Commission in Achieving Necessary Skills (SCANS) report, *WHAT WORK REQUIRES OF SCHOOLS*. These competencies address the employability skills that employers are looking for in prospective employees. Choose a question from one of the categories to which you will respond, based on an actual experience you have had. Each response should be three to four paragraphs (7-12 sentences each).

1. Describe a situation in which you had to budget your money and/or time in order to achieve a goal.
 - a. Cell phone bill
 - b. Gas money/ lunch money
 - c. Holiday spending/birthday spending
2. What type of plan do you have for becoming financially independent? Explain the process you will use to grow toward the life style you desire.
 - a. Type of employment
 - b. Savings
 - c. Building credit
 - d. People who will help you and how
 - e. Does your experience at Buckeye Hills play a role in this? If yes, please explain.
 - f. What worries you about becoming independent? How are you planning so that you don't have this worry?
3. How do you continue as a cooperating member of a club, team, or small group? Explain how this will help you in your future career.
 - a. 4-H
 - b. SkillsUSA
 - c. BPA
 - d. FCCLA
 - e. Boy Scouts/Girl Scouts
4. Give an example of how you resolve a conflict among your classmates or friends. How could you use these same skills in a job situation?
 - a. No names, please.
 - b. Think about the fact that many people miss work because of a poor work environment (often caused by other employees)
 - c. Consider that a person who can problem solve is valuable because work time is not stopped by management to solve a problem.
5. Explain how you acquire career information and use it to assist you in setting career goals.
 - a. Lab instructor talks about positions in your career field
 - b. Information from college visits
 - c. Information from peers
 - d. Information from internet
 - e. Information from influential people in your life