

Review: Succeeding in the Workplace

Name _____

Date _____

Your Turn Answer each of the following questions.

1. Employers want employees who are flexible. What is meant by workplace flexibility?

2. Employees value a strong compensation package. What is meant by compensation in the workplace?

3. Which of the following are resources for finding job opportunities?

- | | |
|--------------------|----------------------|
| a. networking | d. help-wanted signs |
| b. want ads | e. all of the above |
| c. online searches | d. none of the above |

4. What is the difference between chronological and functional résumés?

5. The list of nonverbal components of an interview on page 325 begins with promptness. What is meant by promptness, and why is it so important?

6. Workplace etiquette involves respect. Who exactly should an employee respect?

7. On page 329, you learned that most businesses try to fill a need that people have. What need does a building contractor fill? How about a beauty salon and spa? A water-treatment facility?

Reflect: How is a career similar to and different from a job? Which one is more important in terms of your long-term goals?