

# Chapter 21 Getting a Job

## Section 21.1 Qualifying for a Job

### Section Summary with Key Terms and Academic Vocabulary

**Qualifying for a Job** Within an organization, each job carries a certain level of responsibility and tasks to be done. Jobs also require different levels and types of skills. As a worker, you need to know the qualifications employers look for in an employee. Skills are important, but employers also seek certain character traits in potential employees. Employers value hard work, honesty, dependability, and an ability to finish tasks. They also look for good personality traits in workers.

#### Key Terms \_\_\_\_\_

**qualifications** Education, skills, and work experience needed to do a particular job

**employability skills** Basic skills that are needed to get, keep, and do well at a job

**body language** Nonverbal communication that includes posture, eye contact, facial expressions, and gestures

**extracurricular activities** Activities that students do besides schoolwork

#### Academic Vocabulary \_\_\_\_\_

**administrator** One who manages or supervises

**access** The act of approaching or entering; to get at

**seek** Go in search of

**attitude** A feeling or emotion toward a fact or state