

Name: _____ Date: _____

Video Activity: How to Shine at Your High School Job

Instructions: Complete the following questions after watching the video.

1. Imagine that you are a server at a local restaurant. It has been a slow shift, and you currently have no tables to wait on. In this situation, what is a specific example of how you can take initiative or go the extra mile beyond your job duties?

2. Showing _____ at work will impress your employer and may allow for you to advance in your job or take on additional responsibilities.

3. What are the benefits of networking and building relationships with people at work? Select all that apply.

- Meeting people who can connect you with future job opportunities.
- Learning how to communicate with different levels of individuals at work.
- Talking and making time pass by more quickly.
- Building confidence and social interaction skills.

4. Imagine that you are a cashier at your local grocery store. What are two questions you can ask your manager to learn about other aspects of the retail grocery industry?

1. _____

2. _____

5. What is an example of a *measurable* work achievement that you should write down to include on your resume? Select all that apply.

- Answered 21 calls during one shift as a front desk receptionist.
- Took customers' orders.
- Trained 3 new restaurant line cooks within 6 months.
- Stocked shelves in the pet food aisle.