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| **JOB SEARCH** |  | **RETAIL** |  |
| *Awareness of Personal Attributes* |  | *Product and Box Issues* |  |
| *Looking for Jobs* |  | *Pricing Skills* |  |
| *Applying for Jobs* |  | *Clothing Related* |  |
| **INTERVIEW** |  | *Maintaining Store* |  |
| *Preparing for Interview* |  | *Interactions with Customers* |  |
| *Participating in an Interview* |  | **OFFICE SKILLS** |  |
| **BASIC SKILLS** |  | *Office Machines and Tools* |  |
| *Following Directions & Learning New Skills* |  | *Mailing Skills* |  |
| *Dependability* |  | *Filing System Skills* |  |
| *Cleanliness & Personal Management* |  | *Inventory Management Skills* |  |
| *Dealing with Problem Situations* |  | *Phone Skills & Responding to Customer Inquiries* |  |
| *Forms & Following of Work Protocol* |  | *Confidentiality Issues* |  |
| *Social Interaction Issues* |  | **COMPUTER SKILLS** |  |
| **COWORKER RELATIONS** |  | **RESTAURANT SKILLS** |  |
| *Workplace Hierarchy* |  | *Bussing Tables & Washing Dishes* |  |
| *Common Social Workplace Interactions* |  | *Restaurant Upkeep* |  |
| *More Difficult Workplace Interactions* |  | *Food Handling and Preparation* |  |
| **WORKPLACE SAFETY** |  | *Wait Staff* |  |
| *Fall Prevention* |  | **RESTAURANT KITCHEN** |  |
| *Hazards Related to Touching* |  | *Kitchen Skills* |  |
| *Identification of Various Hazards* |  | *Hygiene* |  |
| *Responding to Emergencies* |  | *Cooking* |  |
| *Physical Skills* |  | **WAREHOUSE** |  |
| **FIXED ACTIVITY SKILLS** |  | *Identify Products & Preparing for Shipping* |  |
| *Sort and Count* |  | *Managing Receipt of Product Inventory* |  |
| *Packaging* |  | *Moving Products with Machinery* |  |
| *Paper Skills* |  | **TOOLS** |  |
| *Assembly Skills* |  | *Hand Tools* |  |
| **CUSTODIAL AND CLEANING** |  | *Power Tools* |  |
| *Specific Cleaning Issues* |  | *Tool Knowledge* |  |
| *Hotel Housekeeping* |  | **TRADES AND CONSTRUCTION** |  |
| *Cleaning Floors* |  | *General Construction* |  |
| *General Cleaning Issues* |  | *Painting* |  |
| *Repair and Resupply* |  | *Plumbing* |  |
| *Building Environment & Meetings* |  | *Wiring and Electrical* |  |
| *Safety and Security Issues* |  | *Drywall* |  |
| **LAUNDRY** |  | *Roofing* |  |
| **LANDSCAPING** |  | *Carpeting* |  |
| *Plant Maintenance* |  | *Automotive* |  |
| *Use of Garden Hand Tools* |  | **SUPPORT PERSONNEL** |  |
| *Garden Related Machinery Skills* |  |  |  |

Developed by Deb Rauner