

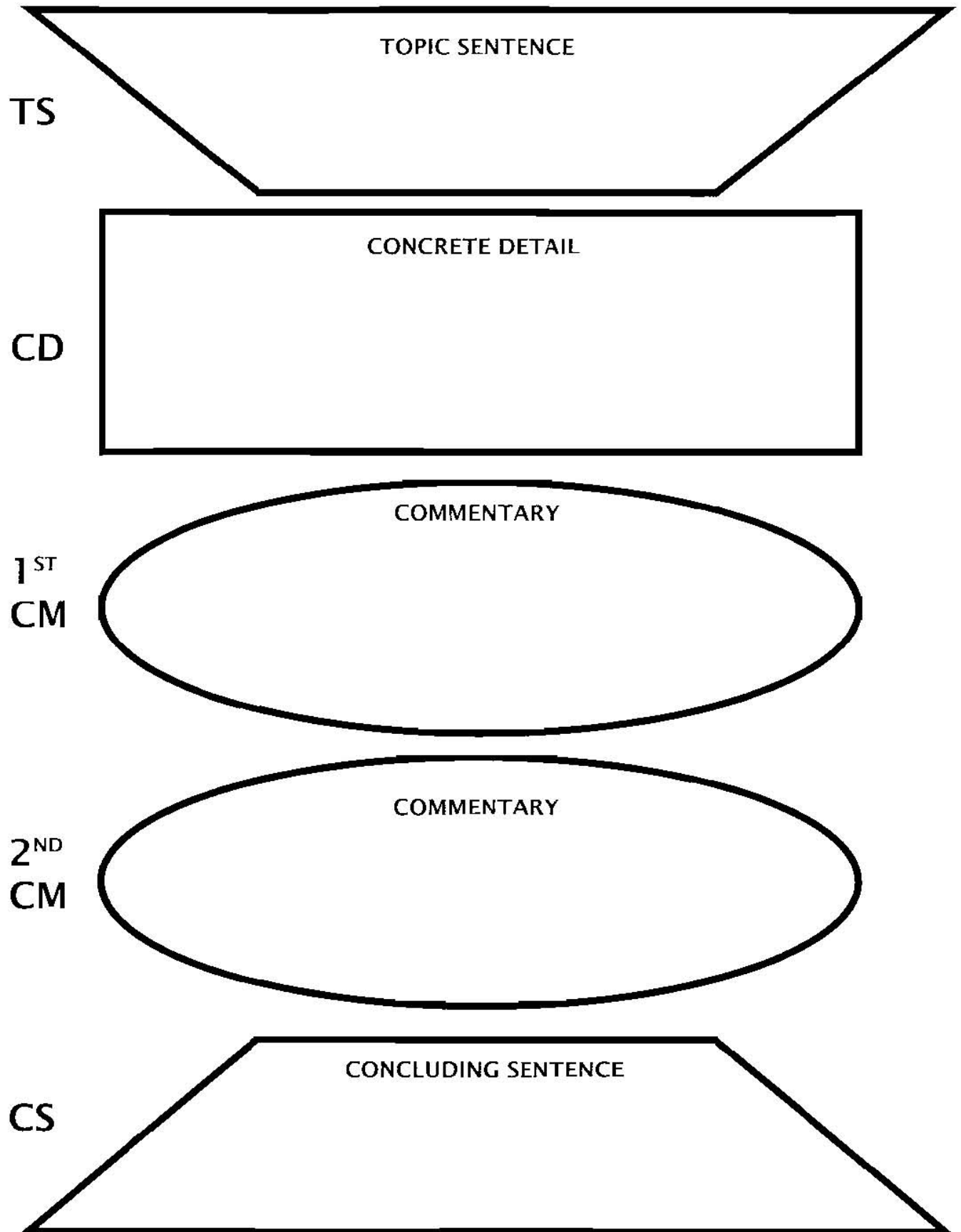
Occupational Skills

Businesses are looking for employees that can consistently produce work quality, have good work habits, and can work effectively with other employees.

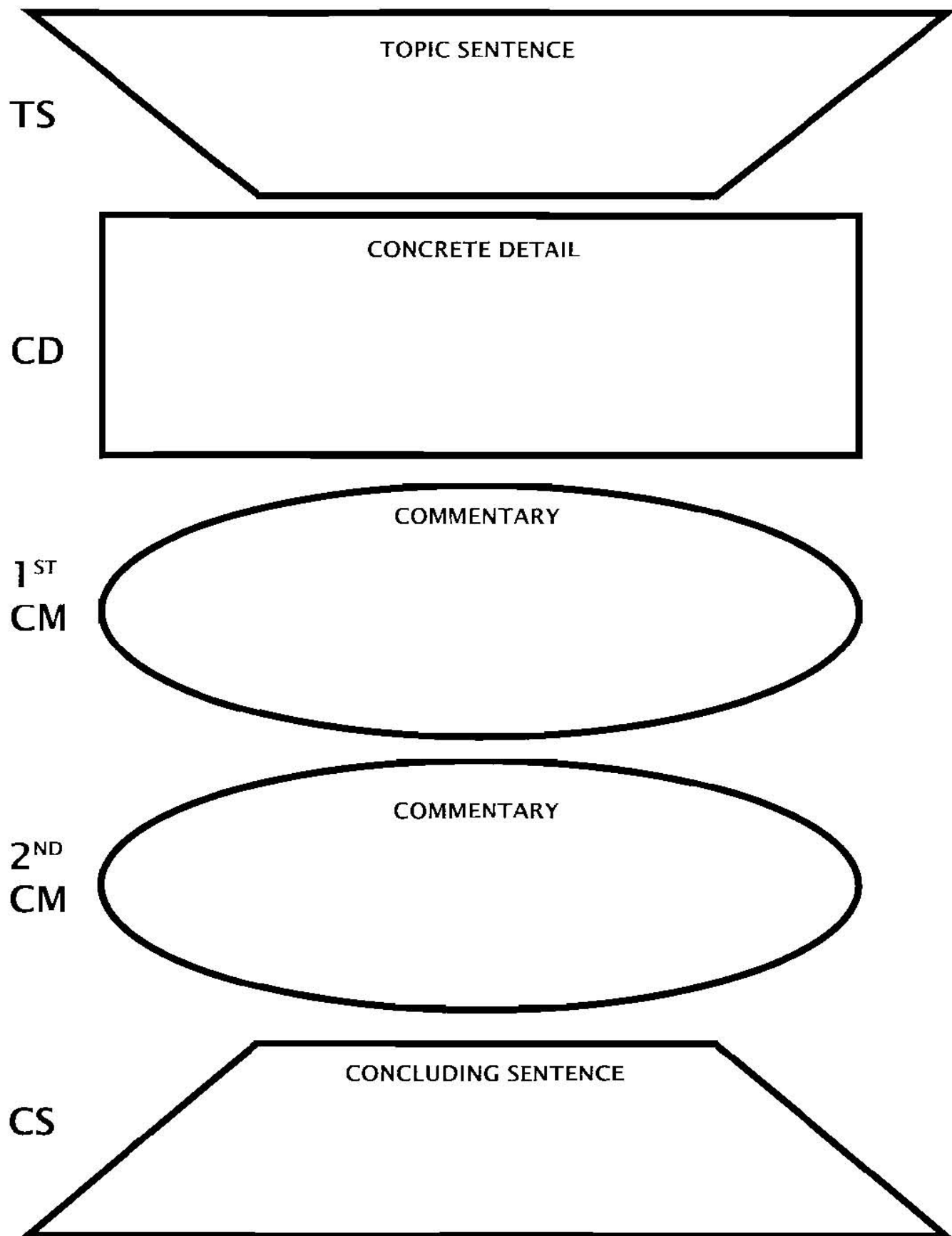
Your small group has been given the task of hiring a new employee for our up coming advertising campaign. We will use a new tool for screen the potential applicants. Key word recognition software for reviewing the resumes. The software allows us to enter key words into three categories so please brainstorm with your group as many as you can. Write them down in the following boxes. Once you have brainstormed this list, review each of them and eliminate the words that you don't feel meet our companies needs or the criteria. You will be working closely with this employee for years to come so this process will have a big impact on your future at this company.

Quality Work	Work Habits	Cooperation

Quality Always produces outstanding quality work.



Cooperation Always cooperates with others. Leads group toward



Work Habits Always completes tasks. Uses time wisely

