# HOW JOB SAVVY ARE YOU?
## (PAGE 102-103, JOB SAVVY, 5TH EDITION)
## ANSWER KEY

Marc

1. I was misled during the interview.

2. Ask more questions regarding the actual training process.

Paula

1. The office was a free-for-all with no management.

2. What are her priorities both in terms of work tasks, and in terms of reporting structure (i.e. who is given priority in terms of telling her what work needs to be done). Paula needs to talk to supervisor to find out this information.

# HOW JOB SAVVY ARE YOU?
## (PAGE 108-109, JOB SAVVY, 5TH EDITION)
## ANSWER KEY

Donna

1. Inform supervisor she would like to learn how to run the offset press.
2. Get on-the-job training for running the offset press.
3. Research graphic arts programs.
4. Decide if she wants to enroll in a college credit program or a certification program.
5. Enroll in a graphics art program.

Juan

1. Inform supervisor he has an interest in accounting and plans to enroll in some courses. Ask for advice.
2. Research accounting programs.
3. Decide if he wants to enroll in a college credit program or just take some accounting courses.
4. Enroll in an accounting program (or course).
5. Inform the supervisor that he has completed the accounting course and ask if there are any job functions that can utilize his new skill (end of day proof, etc.).
6. Gain experience performing tasks using his new skills.