

HOW JOB SAVVY ARE YOU?
“Darren and Sheila”
ANSWER KEY
(PAGE 127-128, JOB SAVVY, 5TH EDITION)

Darren

1. Personal skills, ability to do required task (measuring with proper paperwork).
2. Math skills (if had to add up all fees to get a total), possibly attention to details (charged the wrong amount).
3. Make sure he takes his time when adding up the charges for customers. Use a calculator or adding machine and do the calculations twice.

Shelia

1. Research, ability to do required task (finding articles).
2. Communication and following the chain of command.
3. If she cannot complete the task in full, she should communicate why to her supervisor. She should also be sure to get all required approvals before sending work to requesting parties.