Social Skills

VOCATIONAL/WORK SKILLS

Interviewing for a Job

Asking for Feedback about Job Performance

Responding to Criticism from a Supervisor

Following Verbal Instructions

Joining Ongoing Conversations at Work

Solving Problems
Social Skills

Interviewing for a Job

Step 1. Look at the person.

Step 2. Shake the interviewer’s hand and introduce yourself using a confident voice tone.

Step 3. Tell the interviewer why you are interested in this job.

Step 4. Answer any job-related questions the interviewer asks you.

Step 5. Thank the interviewer for his or her time.
Social Skills

Asking for Feedback About Job Performance

Step 1. Identify an area in which you would like some feedback.

Step 2. Request feedback from the appropriate person. Say something like:

“I’m interested in knowing how you think I am doing with ________. I would like to talk with you when you have a chance.”

Step 3. Listen carefully to the person’s response, especially any suggestions that he or she may make.

Step 4. If you do not understand the suggestions, ask the person to clarify them.

Step 4. Thank the person for their time.
Social Skills

Responding to Criticism from a Supervisor

Step 1. Without interrupting or getting angry, listen carefully to what is being said to you.

Step 2. Repeat back what your supervisor said.

Step 3. Ask your supervisor what you can do to improve the situation.

Step 4. If you do not understand what was said, continue to ask questions until it becomes clear.
Social Skills

Following Verbal Instructions

Step 1. Listen carefully to what the person giving the instructions is saying.

Step 2. If you are confused about what was said, ask the person to repeat the instructions.

Step 3. Repeat back the instructions to the person.

Step 4. Ask more questions if you still do not understand.
Social Skills
Joining Ongoing Conversations at Work

Step 1. Wait for a break or a pause in the flow of the conversation.

Step 2. Say something like “Mind if I join you?”

Step 3. Say things related to the conversation topic.
Social Skills
Solving Problems

Step 1. Define the problem.
Step 2. Use brainstorming to generate a list of possible solutions.
Step 3. Identify the advantages and disadvantages of each solution.
Step 4. Select the best solution or combination of solutions.
Step 5. Plan how to carry out the best solution.
Step 6. Follow up the plan at a later time.