

Knowledge Check: “What Skills Do You Need to Work in Alberta”

1. What should you do to make sure that you understand instructions?
 - a. Repeat back instructions.
 - b. Ask if you don't understand.
 - c. Do nothing and just do it your way.
 - d. A and B
2. How did Mohammad take initiative?
 - a. He helped Sara.
 - b. He offered to come to the meeting early.
 - c. He offered to buy everyone lunch.
3. What problem did Sara have?
 - a. She got busy.
 - b. She had trouble with her computer.
 - c. She forgot to do the report.
4. What did Mohammad do well in the meeting?
 - a. He gave a solution to a problem.
 - b. He brought snacks for everyone.
 - c. He helped Sara.
 - d. A and C
5. What is an employee evaluation?
 - a. When a supervisor sits down with an employee to give good and bad feedback.
 - b. When a supervisor gives good feedback to an employee.
 - c. When a supervisor tells an employee, they are getting more money.
6. Why is Sara so quiet in meetings?
 - a. She is shy and hasn't worked on a team before.
 - b. She doesn't like people.
 - c. She sometimes doesn't understand.
 - d. A and C
7. What did Mohammad say he did well?
 - a. He makes lunch for everyone.
 - b. He keeps his office clean
 - c. He is creative and works well with his team.
8. Did Mohammad's supervisor agree with him?
 - a. Yes
 - b. No

9. What does Mohammad want to improve?
- He wants to talk more with coworkers.
 - He wants to tell people when he is struggling and improve his communication skills.
 - He wants to work better with Sara.

10. Match the problem and the solution for Sara.

Problem		Solution
a. She locked herself out of her email.		1) She will try to work more with her team and ask for help.
b. She doesn't know how to work on a team.		2) Her boss will ask someone to unlock her email.
c. She comes to meetings late.		3) She will ask if she doesn't understand.
d. She made a bad joke about another coworker		4) She will try to be comfortable speaking with other people.
e. She doesn't understand in meetings.		5) She will keep the meeting times in her email.

11. What will happen if Sara doesn't improve?
- She will get less pay.
 - She will be fired.
 - She will be transferred to another department.

12. Do you think Sara will improve?
- Yes
 - No

Why? _____