



Automotive Tech.

Flexible Instruction Day

Assignment #2

Learning Standard	Automotive Technology CIP 47.0604
Task # & Description	108 Identify Career path within the Automotive Technology profession Career Success

CONTACT INFORMATION/ASSISTANCE

Instructor Name: Tim McLaughlin

Instructor E-Mail: mclaughlint@butlertec.us

I will be available by email and Phone 724-282-0735 Ext. 216 from 7:40-12, and 12:30-3:10 to answer your questions. Please reach out if you are having difficulty completing your assignments.

INSTRUCTIONS

All work is due on the day we return to school. This is counted towards your attendance **and** as a classroom assignment.

Read over PowerPoint slide print out and answer questions.

Name: _____

Session: _____

____/____40____ points

Day 2

Presentations for PowerPoint

Modern Automotive Technology

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CHAPTER 10 Career Success

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Objectives

- List the traits employers look for in their employees.
- Summarize the different systems used to pay technicians.
- Explain the types of repair facilities.
- Explain how to find job openings in the automotive field.

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Traits of Desirable Employees (1 of 2)

- Dependability
 - Capability to be relied on in workplace
- Cooperativeness
 - Ability to work with others to achieve goals
- Initiative
 - Starting activities without being told
- Leadership
 - Ability to guide and motivate others



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Traits of Desirable Employees (2 of 2)

- Curiosity
 - Desire to learn
- Efficiency
 - Ability to produce high-quality work quickly
- Professionalism
 - Presenting yourself in an appropriate manner
- Attitude
 - Outlook and enthusiasm



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Honesty

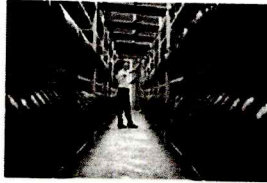
- Ethical behavior
 - Conforming to accepted standards of fairness and good conduct
 - Also applies to use of computer and social media
- Integrity, confidentiality, and honesty are crucial
- Employees are expected to follow workplace policies

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Types of Shops (2 of 2)

- Service stations
 - Good place for beginners to learn
 - Mostly quick service repairs
- Specialty shops
 - Do one type of work
 - May be franchise
 - Lack of variety



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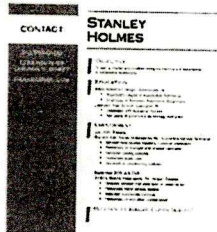
Applying for a Position

- **Résumé**
 - Brief outline of qualifications
 - Should be tailored for position you apply for
 - Search online for samples
- **References**
 - People who can provide information about you to potential employer
 - People outside your family who know you well
 - Obtain at least three and always get permission

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Sample Résumé



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Job Application Forms

- Highlight information that employer needs to know
- Often used to screen applicants
- Must be filled out accurately, completely, and neatly



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Finding Job Openings

- Online
- Job search engines
- Newspaper ads
- Professional journals
- Automotive instructor
- Visits to local shops

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Interviewing

- Verify address and arrive early
- Dress appropriately
- Sit upright and maintain eye contact
- Answer all questions thoroughly and honestly
- Mention any ASE certification tests passed
- Send thank-you note within 24 hours

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Day 2 Career Success

Matching

Match the following terms and identifying phrases.

- A. Hourly rate
- B. Commission
- C. Commission plus parts
- D. Dealership
- E. Independent shop
- F. Service station
- G. Specialty shop

- _____ 1. A shop that is aligned with a vehicle manufacturer.
- _____ 2. A stated amount of pay given for each hour worked.
- _____ 3. Pay based on a percentage of the flat rate charged to customers.
- _____ 4. Much of the work will be quick repairs.
- _____ 5. A service facility that is not affiliated with a vehicle manufacturer.
- _____ 6. Pay based on a percentage of the cost of parts in addition to the percentage based on the flat rate.
- _____ 7. A shop with a lack of variety.

Completion

Complete each statement.

- 8. You must always project a(n) _____ image at work.
- 9. If you do *not* like the pressure of producing a specific quantity of work each week, then you may prefer the _____ method of pay.
- 10. Much of the work at a(n) _____ is replacing belts, hoses, water pumps, and thermostats.