

Module 9 Follow-Up Activity: Self-Assessment and Guided Discussion on Professionalism in the Virtual World

Directions: After a participant views the Module 9 video, the Career Counselor will provide the participant with this activity to determine if the lesson's objectives were met. The assessment can be completed before, or while, meeting with the Career Counselor.

Name of Participant _____ **Date completed** _____

Read each statement carefully. **Mark the best** answer.

1. Circle the true statement(s) about the word "teleconference".
 - a. It means a live meeting between two or more people, who are joined virtually by their electronic devices.
 - b. Teleconferences used to be only audio meetings, with only speaking and listening to each other.
 - c. There are still some teleconference calls that are only audio meetings.
 - d. Current technology allows teleconferencing to be BOTH audio and visual. So now, participants are able to hear AND see each other.
 - e. Meeting with someone on Facetime, attending a Zoom meeting, and talking on a phone call with someone are all examples of teleconferencing.
 - f. A, B, C, D, and E are all true.

2. Circle the true statement(s) about the word "webinar".
 - a. A webinar is an online workshop, delivered over the internet.
 - b. Webinars use mainly one-way communication, with hosts and panelists speaking and presenting their screens, while participants watch and listen.
 - c. Microphones may be automatically muted by the meeting's host for anyone joining a webinar.
 - d. The participants' videos may be automatically turned off by the meeting's host for less distractions.
 - e. Examples of webinars include an Adult Education class that meets using Zoom, a PA CareerLink® workshop that meets using Google Meet, and joining a YES to the Future online event where a speaker is presenting.
 - f. A, B, C, D, and E are all true.

3. Circle TRUE or FALSE. Virtual meetings, including online interviews, are happening more and more these days.
 - a. TRUE
 - b. FALSE

4. Circle TRUE or FALSE. Even if you haven't experienced this personally yet, moving forward you can expect to receive invitations to meet online from Career Counselors, caseworkers, teachers, and employers.
 - a. TRUE
 - b. FALSE

5. Circle TRUE or FALSE. There are differences between video conferencing platforms like Zoom, Google Meet, and Microsoft Teams. However, usually the way you'll join a virtual meeting is by clicking a link in the invitation that was emailed to you. It's important to save the original email and have it opened on your device before the meeting's start time!
 - a. TRUE
 - b. FALSE

6. _____ has to do with the way someone looks, speaks, and acts - especially while on the job.
 - a. Employability
 - b. Professionalism
 - c. Certification

7. Society has certain expectations of you during a virtual meeting. To come across professionally, make sure you:
 - a. Have a positive attitude and smile,
 - b. Be polite and respectful to everyone,
 - c. Show your skills instead of hiding what you know,
 - d. Act responsibly by being prepared and on time,
 - e. Communicate your thoughts well,
 - f. Demonstrate good judgment in what you say & how you respond
 - g. A, B, C, D, and E are all ways to make sure you come across professionally during a virtual meeting.

8. Before joining a virtual meeting, I choose the best, quiet space available, away from background noises. I let anyone near me know I'll need some quiet. I stay muted until it's time to talk.
 - a. Always
 - b. Usually
 - c. Sometimes
 - c. Never

9. When I join a virtual meeting, I sit or stand with a plain wall behind me, or blur my background, or choose a simple virtual background. I do my best to make sure nothing in my background is distracting to others in the meeting.
- a. Always b. Usually c. Sometimes d. Never
10. Before joining a virtual meeting, I am camera ready. I get fully dressed and look presentable. I join with my video on & at least keep it on for the introductions. I make sure the camera shows my whole face. I make sure lighting is in front of me, so others can see me well.
- a. Always b. Usually c. Sometimes d. Never
11. Since I know it takes time to connect to a virtual meeting, I make sure to have everything I'll need ready before the start time - things like my device, the link, paper, & a pen. I click the joining link before the start time, so I won't be late and miss important information from the meeting.
- a. Always b. Usually c. Sometimes d. Never
12. I stay connected during a virtual meeting. I say hello and goodbye, look at the screen, ask questions when I have them, and add to the discussion when it's my turn.
- a. Always b. Usually c. Sometimes d. Never

Please select all that apply:

- A. I have watched the Module 9 video, Professionalism in the Virtual World, Part One.
- B. I have completed the Module 9 Self-Assessment Follow-Up activity above.
- C. I had a discussion with my Career Counselor about Professionalism in the Virtual World.
- D. I have some questions or concerns. I want to speak more with my Career Counselor about one (or more) of these topics: webinars, teleconferencing, virtual meetings, virtual interviews, or professionalism.

Guided Discussion Questions Could Include:

- What are your thoughts on the Module 9 video you watched?
- Have you ever had any kind of a virtual meeting before? Which video conferencing platforms have you used? Are there any you'd like to learn about?
- Have you ever attended a webinar before? Tell me about that experience. What did you like about it? What did you not like about it?
- Have you ever taken a class online? Tell me about that. What did you like about it? What was challenging about it? If not, would you like to try an online course?
- Have you ever been to a virtual meeting and noticed someone there being inappropriate, rude, or distracting? What was it they did or said?
- Have you ever had a virtual interview before? How did you feel it went? Did you feel prepared for it? Did you feel surprised by anything during the interview? Did you know YES can help you prepare for a virtual interview?
- Which of the five tips in Module 9 seem like they would be easy for you to do? Which of the five tips seem like they would be a struggle for you to do?
- Why would you say it's important to come across as appropriate and professional during a virtual meeting?
- Can you show me (or tell me) some examples of facial expressions and body language that would look professional during a virtual meeting? What are some facial expressions or body language to avoid if you want to be taken seriously during a virtual meeting? Can you find an example on your phone to show me?
- If a main goal during video conferencing is to show professionalism, what is one way you can make sure you succeed in reaching that goal?

Extended Thinking, Part One:

Try one or more of the five links below. If something is helpful, write it down, take a screenshot of it, text it to yourself, or share the link with someone else! Make sure to let your Career Counselor know which links you tried.

- 1) Scan through this article from The Teen Magazine, “Zoom Etiquette: How to Make a Good Impression” and choose the best tip(s).

www.theteenmagazine.com/zoom-etiquette-how-to-make-a-good-impression

- 2) Scan through this article from The Wall Street Journal, “Seven Rules of Zoom Meeting Etiquette From the Pros” and choose the best tip(s).

www.wsj.com/articles/seven-rules-of-zoom-meeting-etiquette-from-the-pros-11594551601

- 3) Read these seven quick “Student Tips for Participating in Online Classroom” from Zoom.

<https://explore.zoom.us/docs/doc/Student%20Tips%20for%20Participating%20in%20Online%20Learning.pdf>

- 4) Read these 15 fast professionalism tips for video conferencing.

www.maryville.edu/wp-content/uploads/2020/03/Zoom-etiquette-and-tips-for-students.pdf

- 5) Go to the bottom of this article and see how to change your name or your pronouns during a Zoom meeting.

www.cnet.com/tech/mobile/adding-your-personal-pronouns-to-your-zoom-account-is-easy-and-it-only-takes-a-minute/

Extended Thinking, Part Two:

Use your device to find an article, a website, a video, or something on social media that relates in some way to Professionalism in the Virtual World. Take a screenshot of it or share the link for it with your Career Counselor.