

How to Keep a Job

Behavioral Objective: The students will understand that it is not only important to listen to the supervisor and follow his/her directions, but also, if properly done, to suggest alternative procedures for getting work done. They will also learn that it is essential to make friends with co-workers in their own group and other groups. They should assist each other, act cooperatively and in a friendly manner, and project a neat and clean appearance.

Establish the Need: Students have to know that to keep a job, they have to be reliable and responsible. They have to be friendly and helpful. They have the right to ask questions and get answers but should not waste time misbehaving or pretending to look for solutions to complete their given task. Every task successfully completed will give recognition to the entire group.

Introductions: Accept only a job offer you can learn to handle. The teacher will ask the following thought-provoking questions.

1. What made you accept the job?
2. Did you know you could do it or did you believe you could manage to “get by?”
3. Are you adaptable to change?
4. Are you flexible?
5. Do you get bored with a repetitive job?
6. Do you like to learn new things?
7. Do you like to work alone or work well in a team?
8. What is your job goal in the years ahead?
9. Are you a good communicator?

Identify Skill Components: Write the following skill components on the board.

1. Learn about the business.
2. Listen to your boss and peers.
3. Listen and follow directions.
4. Help others and be friendly.
5. Check the information before you act.
6. Think, act, and learn to reason.
7. Keep everybody well informed.
8. Plan, organize, and prioritize.

WORK STUDY Evaluation

COMPANY NAME:

STUDENT NAME:

Directions: Please mark each of the main grading areas. If Fair or Poor is marked, please indicate why in the area provided for Comments and Questions.

		Excellent	Good	Satisfactory	Fair	Poor
1	APPEARANCE					
2	ATITUDE					
3	COMMUNICATION					
4	DEPENDABILITY					
5	RESPONSIBILTY					
6	HUMAN RELATIONS					
7	JOB RELATIONS					
8	WORKMANSHIP					
9	INITIATIVE					
10	PROGRESS					

Days Absent _____ Is the job of the trained in jeopardy? _____

Comments and Questions: _____

Date: _____ Employer's Signature _____

STUDENT EVALUATION

STUDENT NAME: _____ DATE _____

WORK SITE _____

1	Do you come to work on time?	
2	Do you work 10 hours each week?	
3	Do you feel that your work is satisfactory?	

If not satisfactory, list the behaviors to improve. _____

4	Do you feel your dress and appearance is satisfactory?	
5	Do you complete the job in a reasonable amount of time?	
6	Do you complete the job correctly?	
7	Do you make good use of time while on the job working?	
8	Do you ask questions if not sure of how a job is to be done?	
9	Are you polite to the customers and co-worker?	
10	Do you feel that you need to meet with the teacher to discuss your work?	

Signature of Owner or Manager _____

Signature of Teacher _____