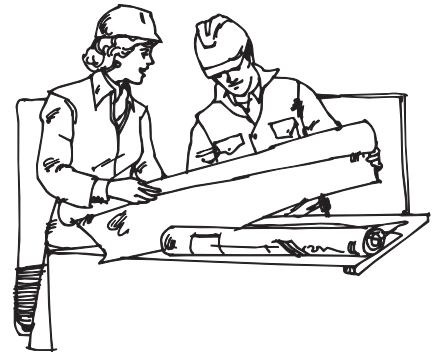


How to Keep Your Job

Every job has a set of duties or tasks that need to be done. The position was created to fill a need and to help the company get a job done. The bottom line is understanding that employers hire you to make money for them. If you do not learn the job well, you will cost the company money and you won't last long.



Ways to Keep Your Job

- Be There Every Day
- Be on Time for Work & After Breaks
- Be Honest
- Take Initiative
- Be Willing to Learn & Grow
- Find a Mentor
- Ask Questions
- Listen to Anyone & Everyone
- Be a Team Player
- Work Hard
- Take Pride in Your Work
- Do Extra Work when Needed
- Never Watch the Clock
- Have a Positive Attitude
- Be Tolerant of Others
- Give Credit to Others

Ways to Lose Your Job

- Take Time Off
- Come in when You Want
- Lie or Steal
- Wait to Be Told to Do a Job
- Be Content with Your Skills
- Don't Develop a Support System
- Act Like a Know-It-All
- Ignore Co-workers' Suggestions
- Be a Loner
- Slack Off when You Can
- Never Recheck Your Work
- Do Only What You Have to Do
- Only Work when You Have to Work
- Complain & Blame Others
- Be Critical of Others
- Take Credit & Do Not Compliment

Starting a New Job

Marcus and Carl were friends from high school. They met in the graphics technology class and had helped each other with projects. Marcus also had dated a cousin of Carl's who was attending their high school.

During their senior year, Marcus and Carl had visited a graphics technology training program at a local training center. They also had toured the graphics program at the local community college. After talking it over with their teacher, both decided to take the six-month training at the training center and get jobs. They both talked about going to the community college program later, after they had more experience.

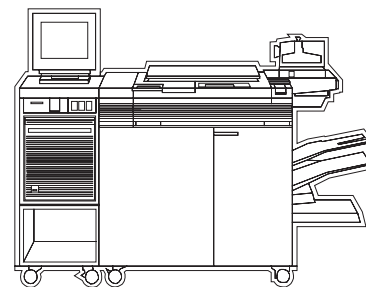
Marcus found a job at PIP Printing within two weeks of finishing his training. He worked with his job developer from a high school program he attended. He would start as a copy machine operator and could work his way up doing layout and design.

Marcus loved doing design and was told by his teachers that his designs were good. He was willing to be patient and start at the bottom. Carl was not having much luck finding a job. He didn't call the job developer for help and even missed a meeting with him.

Carl also had been offered a job at PIP like the one Marcus took. He turned it down because he wanted to go into design and was not willing to waste his time on copy machines.

During his first week, Marcus made sure he got to work early, took short breaks and stayed for 15 to 30 minutes after his shift was over. He wanted to learn everything he could about the business, so he asked lots of questions and listened when the other employees explained how to do something (even if they were talking to someone else).

Although it was hard, Marcus even admitted his mistakes. On the fourth day of his job, he entered the wrong directions on the copy machine and wasted about 200 pieces of paper before he caught the problem. He went to his supervisor, Mr. Addison, and offered to pay for the paper he had wasted. The supervisor told him not to worry about it because they gave everything three chances to learn about the machine. The supervisor thanked Marcus for being so honest and gave him a warm handshake.



Starting a New Job

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After Marcus had been on the job for three weeks, Carl started working there. He finally decided to take the job because he couldn't find anything else. He resented starting on copy machines and didn't have a positive attitude. Carl was on time everyday and worked hard, but he didn't do anything he didn't have to do.

During his first week, Carl shared with Marcus that he had really messed up an order and wasted about 300 sheets of paper. Carl told Marcus that he had hidden the paper in his locker and had taken it home to throw away. Marcus told him about his mistakes and encouraged Carl to tell Mr. Addison about the mistakes.

Carl didn't listen to Marcus and tried to hide another mistake. Mr. Addison noticed the mistakes and told Carl that if he wasn't honest, all future mistakes would be deducted from his paycheck.

Marcus had found a mentor at PIP. Her name was Cheryl. She had been working at PIP for five years and knew everything about the machines. She didn't do any computer design but knew what to look for in a good layout. Marcus always went to Cheryl with questions.

Cheryl liked Marcus because he was willing to do extra work and help out when things got busy. She also liked Marcus because he got along with everyone. He was ready to compliment and thank co-workers for their help.

Marcus suggested that Carl go to Cheryl for advice, but Carl put her down, saying that she couldn't teach him anything because she didn't do design, she just ran machines. After six months on the job, Marcus was working in the graphic design department full time. He still helped out on the machines when it got really busy.

Mr. Addison told Marcus he had promoted him because he worked fast and always made sure he did the job right. Carl didn't



move into the graphics department when Marcus did, so he decided to quit the job and take more classes at the community college. Carl felt he could get a better job if he had more training.