

Dear Students,

You have made some very big decisions in the last few months. The most important is the career you want to have. Now that you have made your career choice, it's time to get started.

In the last unit, you learned how to get the job you want. In Unit 3, you will learn how to keep your job. Even better, you will learn how to do well on the job and get a raise.

One of the most important skills you will learn is to get along with co-workers. To get along with others takes effective communication. In Unit 3, you will learn the most important communication skills. Along with this you will learn to resolve conflicts.

This unit will also help you learn the things you need to know as a new employee. One of these is why people are fired from jobs. But more importantly, you will learn what to do to be a valuable employee.

There is a lot to learn. We wish you all the best as you continue down the road to success.

Succeeding as an Employee

“If a man is called to be a street sweeper,
he should sweep streets
even as Michelangelo painted,
or Beethoven composed music,
or Shakespeare wrote poetry.

He should sweep streets so well
that all the hosts of heaven and earth
will pause to say,
here lived a great streetsweeper
who did his job well.”

Martin Luther King, Jr.

What Graduates Want!

Employers have complaints about high school graduates. Listed below are three things they don't like and suggestions for graduates who want to be successful in jobs.



1. NEW GRADUATES WANT TOO MUCH MONEY

These graduates do not realize that everyone starts at the bottom. It takes a few years of working and gaining experience to make higher wages.

Employers suggest that graduates find out about the real world. Many young people are looking for jobs. Employers are willing to pay good money to those with experience or who have made top grades in school or training. Make sure you make the grades and get experience if you want to make good money.

2. NEW GRADUATES DO NOT WANT TO START AT THE BOTTOM

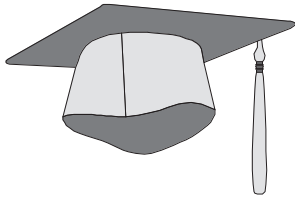
Many graduates think that entry level jobs are beneath them. This is a mistake. Most people start at the bottom. Very few young people can skip entry level jobs and begin with higher level positions. These positions require experience and training you can only get on the job.

Employers suggest that young people become willing to work their way up. This is only one step on your way to the job you want. Take the job and do your best. The harder you work, the faster you will move up. Remember, the entry level job does not need to be a job you will have for the rest of your life.

3. NEW GRADUATES ARE NOT WILLING TO WORK HARD

Many graduates think they do not need to work hard on the job. They seem to think showing up to work entitles them to a pay check. Somehow, they have gotten the idea that they do not have to work hard for that check.

Employers tell us that they have many people waiting for jobs. If you are not willing to work hard, there is someone ready to replace you. To show an employer that you are a hard worker, point out how you worked hard for good grades in school and on a part time job. This shows that you are not afraid to work hard.



Presentation Worksheet

What Graduates Want!

1. Check the section your group read:

- ☐ New Graduates Want too Much Money
- ☐ New Graduates Do Not Want to Start at the Bottom
- ☐ New Graduates Are Not Willing to Work Hard

2. What do graduates believe?

3. What do employers say?

4. Who does your group agree with and why?

Every Job Is Important

In each pair of jobs, you will find one that has higher pay than the other. Discuss how these job partners support each other. List three ways each job is important to its job partner.

1. Doctor



Nurse

2. Store Clerk



Store Manager

3. Car Salesman



Auto Mechanic

4. School Custodian



School Principal

5. Architect



Construction Worker

6. Software Engineer



Data Entry