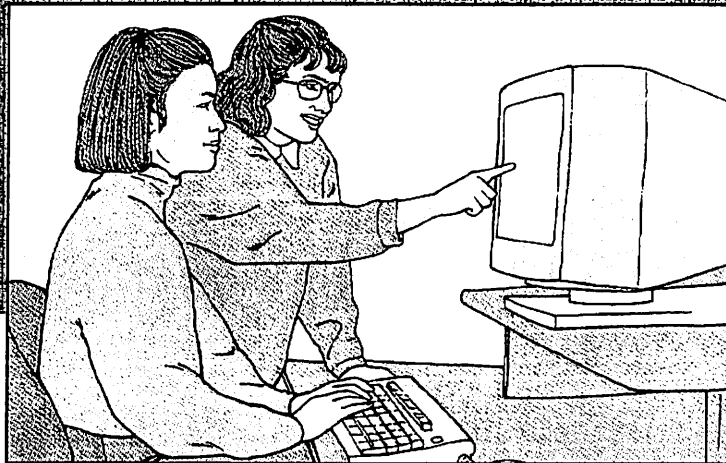
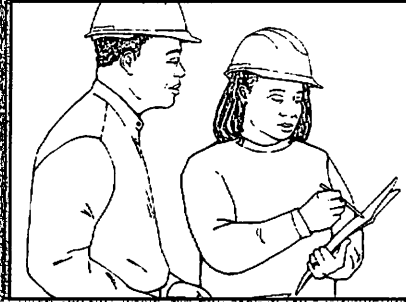


Keeping Your New Job



A new job means new responsibilities.

Your employer expects you to:

Learn your job.

It's important to:

- ▣ pay close attention during training
- ▣ ask questions about anything you don't understand
- ▣ learn more about the job from watching experienced workers.

Do your best.

Always give your best effort. It shows your employer that you want to work.

Work well with others.

You need to work as a team with your co-workers. If you work with customers, always be polite and helpful.

Be dependable.

This means being someone your employer -- and your co-workers -- can count on.

**It will take a while to get used to your new job.
Give yourself time.**



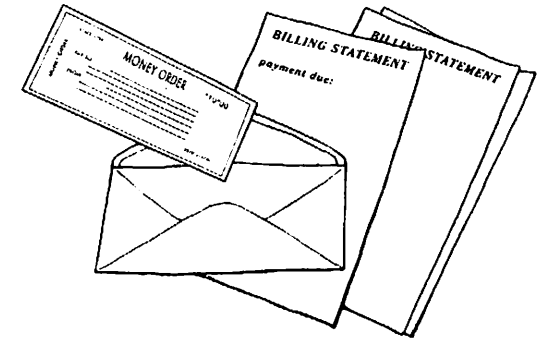
You can get a lot from working.

You will spend a lot of time at work and will have to learn new things. But it's worth it. Working can give you:

Income

The money you earn can help you:

- ▣ take care of your family
- ▣ pay your bills
- ▣ save for the future.

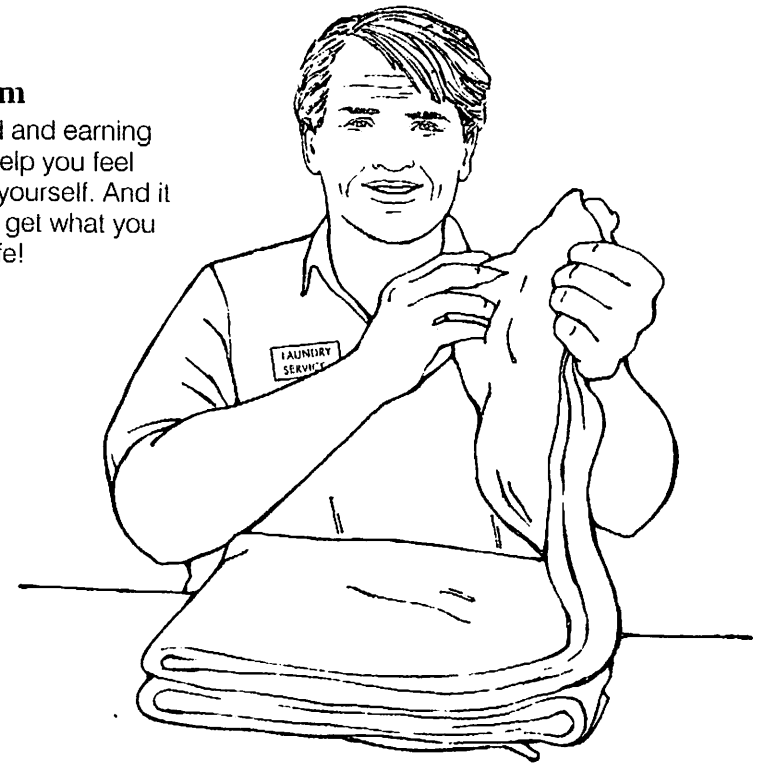


Experience

Working can give you the skills you need to get ahead.

Self-esteem

Working hard and earning money can help you feel better about yourself. And it can help you get what you want out of life!



Working can open up a whole new world for you.

Make a good impression -- every day.

Always make an effort to:

Look your best.

- Shower or bathe every day.
- Use deodorant.
- Keep your hair neat.
- Brush your teeth every day.

If you wear perfume or after-shave, don't use too much.

Dress right for your job.

- Ask your supervisor what kind of clothes are OK to wear at work.
- Dress neatly. Wear clean clothes. If you wear jewelry, wear only small, simple items.

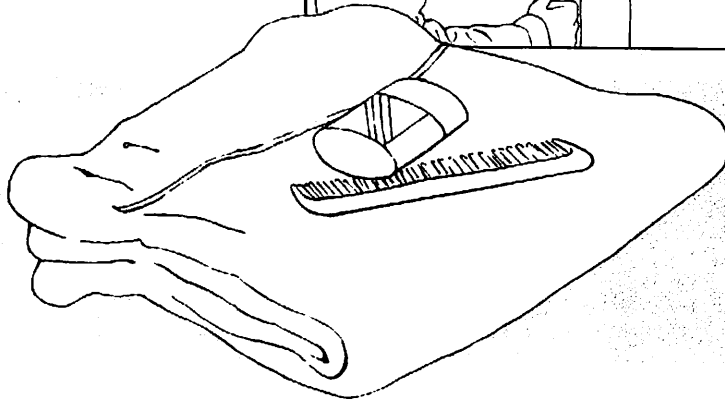
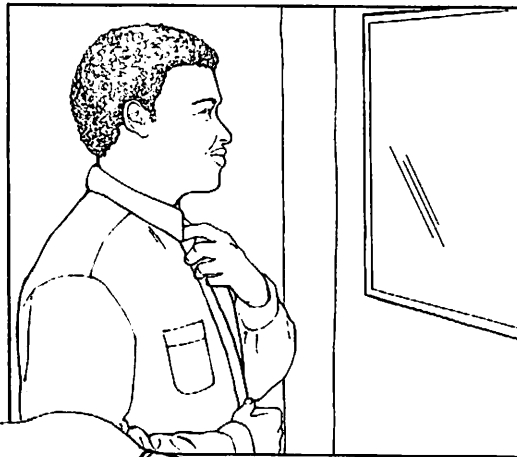
If you wear a uniform, ask your supervisor who is responsible for cleaning it.

Show up for work when you're scheduled to.

Always follow your employer's policies for:

- sick time
- vacations
- holidays
- asking for time off (for doctor visits, school meetings, etc.).

If you have any questions, ask your supervisor.

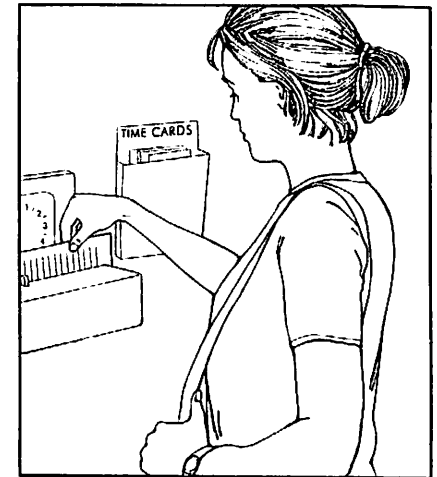
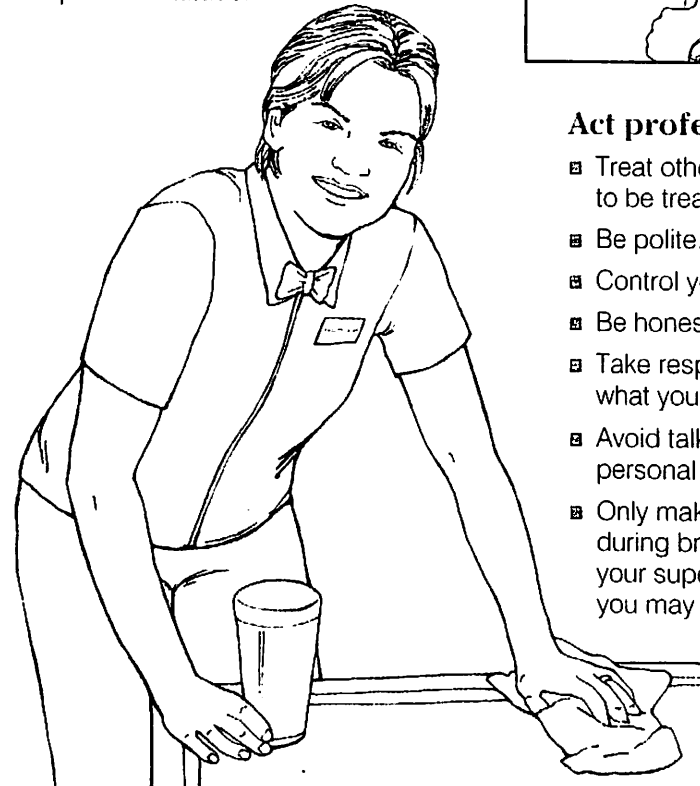


Be on time.

Leave yourself enough time to get ready for work and to get there. If something unexpected happens and you think you're going to be late, call your supervisor.

Have a positive attitude.

Come in ready to work and do your best. Employers like to keep workers who have a positive attitude.



Act professionally.

- Treat others the way you want to be treated.
- Be polite.
- Control your emotions.
- Be honest.
- Take responsibility for what you do.
- Avoid talking about your personal life on work time.
- Only make personal calls during breaks or lunch. Ask your supervisor which phones you may use.

Doing all of these things tells your employer that you were the right person to hire!

Getting along with your supervisor

It's important to have a good working relationship with your supervisor. You can do this if you:

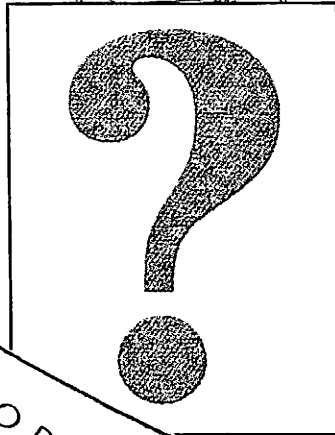
Listen.

- Follow instructions carefully.
- Learn to do the job the way your supervisor shows you.
- Learn your employer's work rules and policies. Always follow them.
- Keep a notebook with you and write down things as you learn them.



Ask questions.

If there is anything you don't understand about your job, ask your supervisor. Asking questions helps you prevent mistakes.

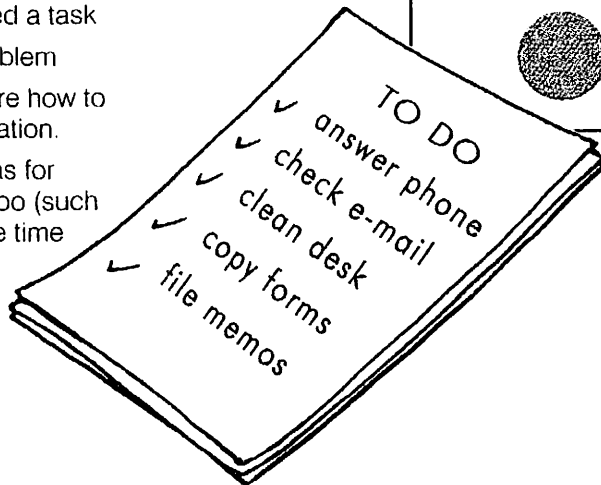


Keep your supervisor informed.

Tell him or her when:

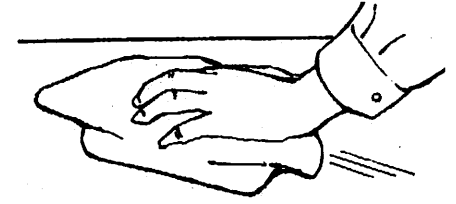
- you've finished a task
- there is a problem
- you're not sure how to handle a situation.

Share your ideas for improvement, too (such as ways to save time or cut costs).



Keep busy.

When you finish a task, ask your supervisor what else needs to be done. Never stand around waiting for something to do. For example, you could clean up your work area.



Work as a team.

Sometimes your supervisor may ask you to:

- work a different shift
- stay late or come in early
- help with a task that you normally don't do.

It's good to help out when you can. Think of yourself, your supervisor and your co-workers as a team.



Accept criticism.

If your supervisor tells you that you made a mistake:

- Listen to what he or she tells you.
- Ask questions if you're not sure about something.
- Tell him or her you will try to do better next time.

Don't take it personally. Your supervisor is only trying to help you do your job better.

Your supervisor is depending on you to do your job.

Working well with others

You will like your job a lot more if you get along with your co-workers. It will help if you:

Get to know them.

Introduce yourself to the people you work with. Talk with them during breaks.

Let them "show you the ropes."

Experienced workers can help show you better ways to do certain parts of your job. Ask them for help when you need it.



Treat everyone with respect.

You may work with people of different ages, cultures and ethnic backgrounds. Treat everyone with respect -- the way you'd like to be treated.

Don't spread rumors.

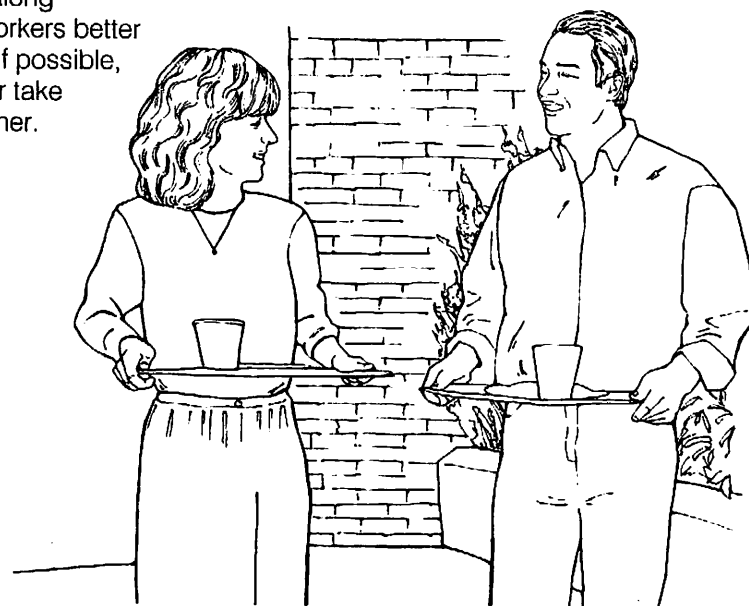
Some workers may talk about other workers. It's never a good idea to gossip. It hurts others -- and it hurts you.

Give support.

- Help other workers when you can.
- Say thank you when they help you.
- Give credit to other workers who help you with a task.

Make friends.

You will get along with some workers better than others. If possible, have lunch or take breaks together.



Find a mentor.

A mentor is an employee who can work with you to improve your job performance. Your supervisor may pair you with a mentor.

Dealing with difficult co-workers

If there is someone you don't get along with, remember:

- You don't have to like that person.
- You do have to try to work as a team.
- Keep your conversations work-related.

If you feel that someone is harassing you -- not just kidding around -- ask him or her to stop. But don't get into an argument with that person. Talk to your supervisor if the person doesn't stop.

Balancing work and family

Planning can help you find time for both.

Get into a routine.

- Wake up at the same time every day.
- Schedule meals and family time.
- Go to bed early so you get enough sleep. Most people need 7-9 hours of sleep a night.

Prepare for your workday.

Before you go to bed, you could:

- Get clothes ready for yourself and your child.
- Make lunches.
- Bathe or shower.



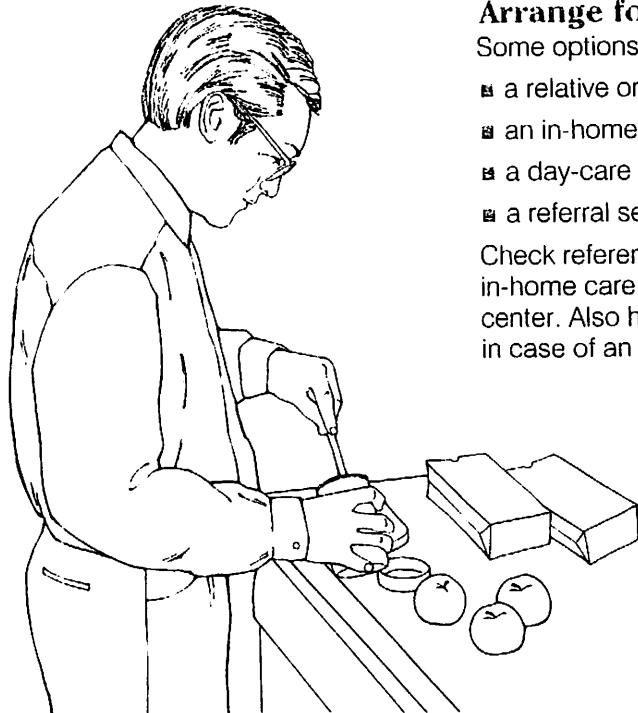
Arrange for child care.

Some options are:

- a relative or friend
- an in-home care provider
- a day-care center
- a referral service or agency.

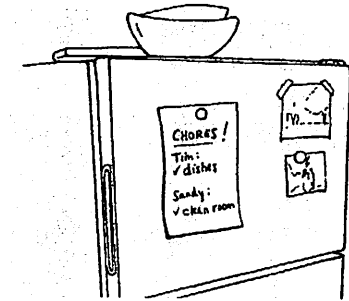
Check references if you use an in-home care provider or a day-care center. Also have backup child care in case of an emergency.

Contact your local social services agency to see if you qualify for help with child-care costs.



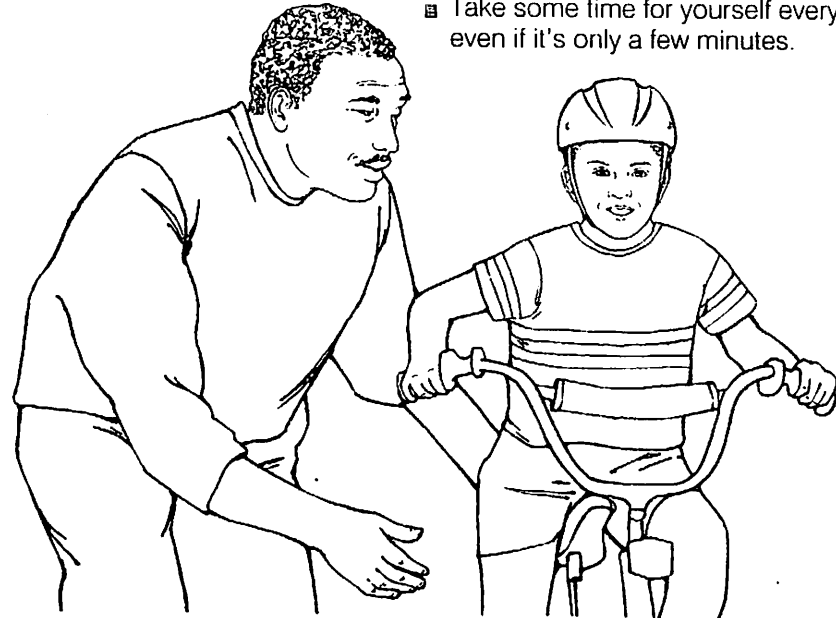
Schedule household chores.

- Do a quick cleanup after using the kitchen or bathroom.
- Plan to do major chores on your day off.
- Have your child help. Assign chores based on his or her age and ability.



Plan time for family fun.

- Spend some time alone with your child every day -- even a few minutes can mean a lot.
- Do something fun on a day when you don't work. For example, take a family trip to a park or library.
- Avoid alcohol and other drugs.
- Make a plan to quit smoking, if you smoke. (Ask a health-care provider for help.)
- Eat healthy foods.
- Exercise regularly. (Be sure to consult a health-care provider before starting an exercise program.)
- Take some time for yourself every day, even if it's only a few minutes.

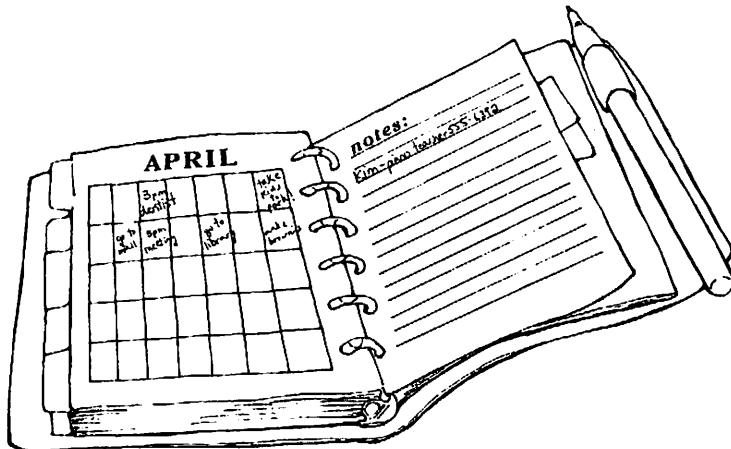
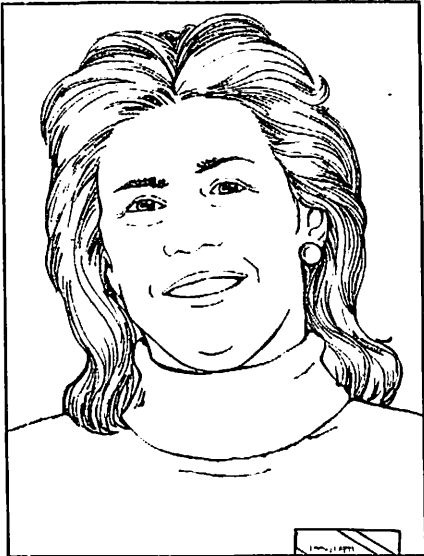


Stick with it.

Don't give up! Remember:

A positive attitude is important.

Keeping a good attitude will help you get through tough times. Believe in yourself. You can be a success!



Everybody has bad days.

Some days will be harder than others. But you will also have good days. If you have a personal problem you need help with:

- Talk with your supervisor or your employer's human resources department.
- Ask if your workplace has an employee assistance program (EAP).
- Consider talking to a counselor.

Finding ways to reduce stress will help.

- Break big jobs into smaller tasks.
- Use time wisely. Write down appointments and things you have to do on a calendar.
- Take slow, deep breaths if you feel yourself getting stressed.
- Keep in touch with friends when you're not at work.

Learn all you can about your job.

- Make sure you understand your responsibilities.
- Learn about different procedures and safety rules.

If you have a suggestion for doing something better, talk to your supervisor.

Doing your best is in your best interest.

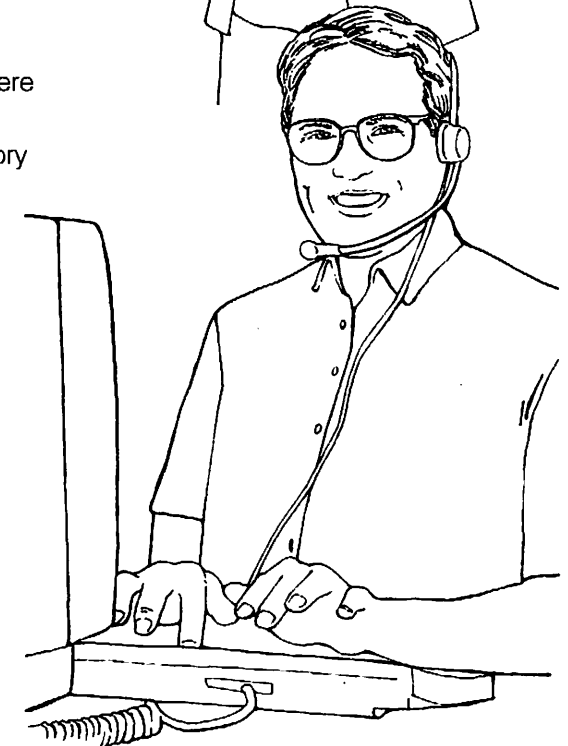
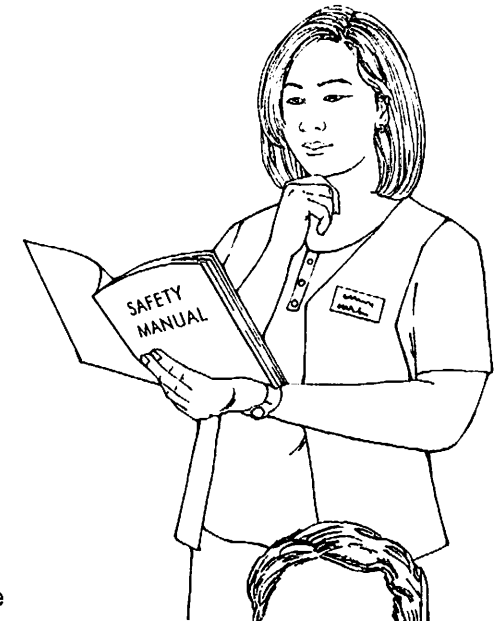
When you learn your job and do it well, you:

- show your employer you were a good person to hire
- establish a good work history
- feel good about your job.

Be patient.

Every job has good points and bad points. But when you stay on the job, you can:

- learn new skills
- build good references
- meet new people
- have a better chance for a pay raise or promotion.



Take things one day at a time. You can do it!

Questions and answers

“What if I want to leave my job and look for another one?”

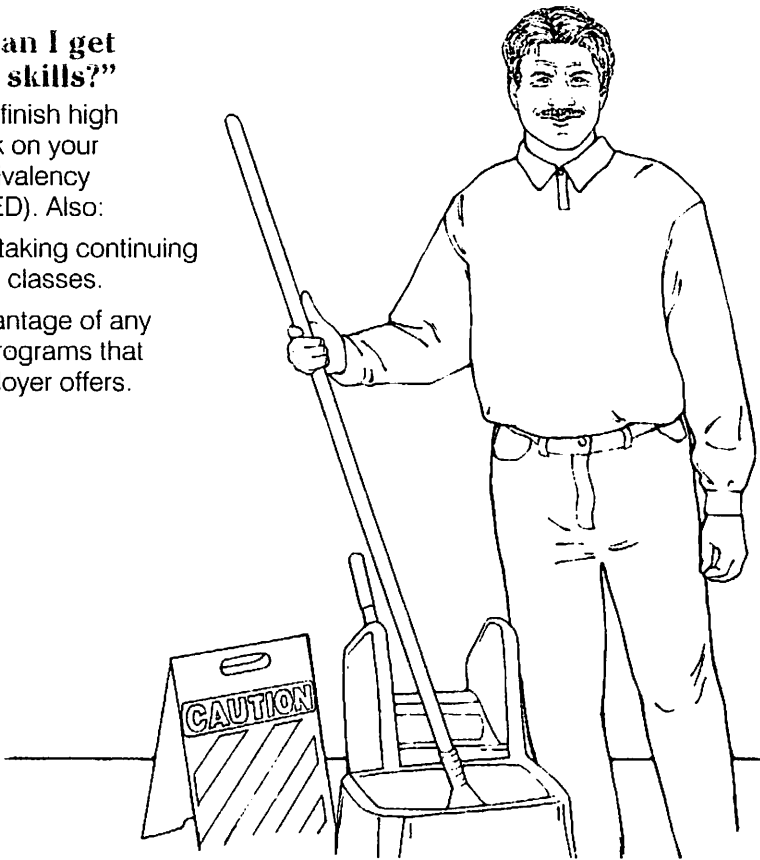
Give your job a fair chance first. Then, if you decide you'd like to apply for another job:

- Don't quit your current job until you find another one.
- Give your employer a two-week notice before you quit, so someone else can be hired.

“Where can I get more job skills?”

If you didn't finish high school, work on your general equivalency diploma (GED). Also:

- Consider taking continuing education classes.
- Take advantage of any training programs that your employer offers.



“What if I have a problem with my supervisor?”

- Talk with him or her to see if you can resolve the problem.
- Don't get into an argument.
- Remember that your supervisor has bad days, too.

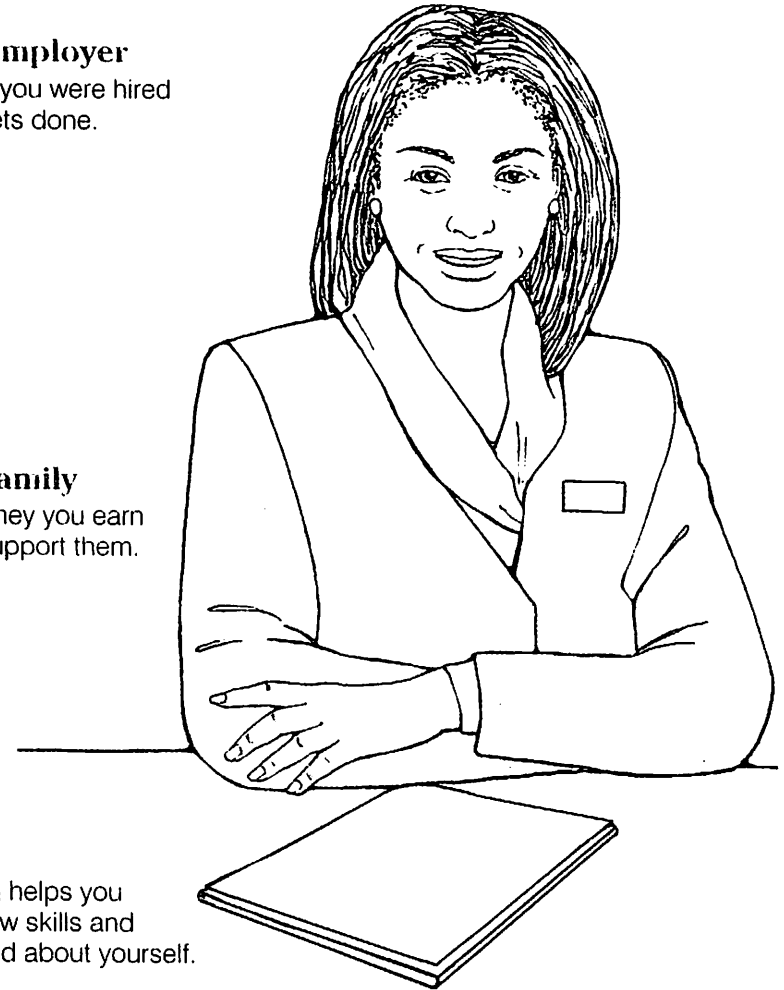
Even if you don't like your supervisor, it's important to build a good working relationship.

Everybody wins when you go to work -- and do your job well.

It helps:

Your employer

The job you were hired to do gets done.



Your family

The money you earn helps support them.

You

Working helps you learn new skills and feel good about yourself.

Give your job a chance, and give yourself a chance to succeed!