

**Instructor's Guide**  
**for**  
**ON-THE-JOB SUCCESS VIDEO SERIES:**  
**GET READY IN YOUR JOB**

*"People have total control over their attitude."*

### Overview

In this video, you learn the important ways you should prepare yourself and your family for your new job.

When starting a new job, as when meeting somebody for the first time, first impressions can be very important. If you arrive for your first day of work on time, well dressed and groomed, and with your personal life organized so that you can focus on your job, your employer and co-workers will be impressed.

The five areas for preparing for a new job that are discussed in this video are

- Preparing yourself
- Preparing with your employer
- Preparing your family and friends
- Helpful tools
- Your first day on the job

### Presentation Suggestions

Ask people to discuss how they feel in new situations. When they first attended a new school or started a new job, did they ever feel unprepared? Did that make them uneasy? What could they have done to minimize their anxiety about that new situation?

Suggest that knowing what to expect from a new situation might have helped them feel more comfortable. Ask for ideas about how people can prepare for a new situation, such as a new job.

When you feel students have begun to understand the value of preparing for a new job, give them the **Anticipation Quiz** to complete prior to watching the video. If you wish, allow the students to state their answers and discuss them.

Show the video. Encourage students to make changes to the answers they put down for the Anticipation Quiz while watching the video. If you wish, allow students to do this section by section whenever the video suggests a pause.

At the conclusion of the video, ask students to discuss any changes they made to the answers on the Anticipation Quiz as a result of information they learned from the video. Follow up the discussion with the **Activities**.

Use the **Discussion Questions** to request oral or written responses from students or assign the questions as homework essays.

Give the **Quick Quiz** at the conclusion of class and correct the quizzes as a group.

Assign the **Homework Option**, if desired.

### Anticipation Quiz

**Directions:** Answer these questions as completely as possible. You will revise your answers as you watch the video.

1. What constitutes good grooming?
2. What can you do to keep yourself healthy?
3. How can you plan to get to work on time every day?
4. Why do some employers limit personal contact at work?
5. What are some useful tools that can help you manage your new job schedule and personal life?
6. Name at least two things you should do the morning of your first day on the job.
7. How can you learn something about your new employer and industry before you start your job?

### Answer Key

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"><li>1. Bathe and wash hair, brush teeth, and comb hair.</li><li>2. Get enough sleep, avoid excessive drinking, take any prescribed medications, follow any prescribed diet, and use your employee health benefits to stay healthy.</li><li>3. Make a trial run of your commute. Allow time for delivering children to school or day care and give yourself extra time for unexpected delays.</li><li>4. Personal contact by phone, e-mail, or in-person visits takes away from work time and can distract an employee.</li></ol> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

5. An alarm clock, portable calendar, master calendar for your family, an active and up-to-date to-do list, and reliable transportation.
6. Get a good night's sleep and wake up on time, dress and groom appropriately, pack a lunch, remind your family of your schedule and rules about contacting you on the job, arrive early.
7. Check the employer's Web site. If possible, educate yourself about the industry by taking related courses in school.

## Activities

### Activity #1

**Title:** Having a Good Attitude

**Format:** Small group

**Time:** 20-25 minutes

**Materials:** Index cards and pens

**Procedure:**

1. Organize the class into groups of two.
2. Provide each pair with some index cards and pens.
3. Instruct students to take turns role-playing an employer and new employee on the first day of work (5 minutes per role play). The employer might greet the employee, ask how the commute went, ask if the employee has any questions, and outline the day's schedule of activities. The employee should respond appropriately.
4. Have each employer write down ways that the employee showed good attitude towards the company and the new job on one index card. Then, have the employer write down ways that the employee showed a poor attitude towards the company and job on another index card.
5. Now assemble the index cards and note any common items among the groups. Notice if there are different categories of behavior on the lists, such as something the person said, the person's posture or body language, or expression of enthusiasm or inattentiveness.

### Activity #2

**Title:** Family Checklist

**Format:** Individual

**Time:** 20-25 minutes

**Materials:** Paper, pen

**Procedure:**

1. Ask each student to consider his or her personal situation. Do they have young children, teenagers, or older family members to take care of? Do they have a regular doctor's or other appointment they have to keep? Do they have pets or another commitments that will make it hard to work late or travel out of town for work?
2. Have students make a list with three columns on a piece of paper: Personal Item, Requirement, Ways to Prepare. Show them this example:

Personal Item	Requirement	Ways to Prepare
Infant son	Day care	Arrange backup transportation and care when center is closed

3. Have the students complete their lists with appropriate items from their own personal situations.
4. Discuss the various ways students thought of to prepare to handle various aspects of their personal lives so they could focus on their jobs during work hours.

**Discussion Questions**

1. Many employers provide a company handbook for new employees. What types of information do you think a handbook might include and how could it be useful to you in preparing for your new job?
2. One speaker in the video states that a sloppy appearance on the job may suggest to your employer and co-workers that you produce sloppy work. Do you think that's true? Is that a fair conclusion? In a job where you deal with the public or customers, do you think they will judge you by your appearance or your job performance – or both?
3. One comment made in the video about employee attitude suggests that if you can control how you respond to situations, you can handle anything. How can you control how you respond to all the new information and relationships you will encounter on your first day on the job?

**Quick Quiz**

**Note:** You may read these questions out loud, allowing time for students to respond, or copy and hand this out as a written exercise. If you read the quiz, write responses on the board/overhead.

**Directions:** Indicate whether each statement is true or false according to the video.

1. To be well groomed, you should bathe every day.
2. It's okay to refuse to undergo mandatory drug testing.
3. You should check to see if you need to bring any safety equipment to the job before your first day of work.
4. Most employers don't mind if you receive and respond to unlimited personal e-mails during the day.
5. Always try to arrive early on your first day of a new job.
6. If your employer insists that you wear a uniform, it's usually up to them to get it cleaned.
7. You should allow extra time your first day to complete any required paperwork.
8. Some businesses require employees to enter the building through an employee entrance.
9. One helpful tool for managing your work and personal life is a cell phone you can use to receive personal calls on the job.
10. Having reliable transportation to and from work is an employee's responsibility.

### **Answer Key**

1.	True
2.	False
3.	True
4.	False
5.	True
6.	False
7.	True
8.	True
9.	False
10.	True

## Homework Option

Next time you are downtown, visit a few places of business, such as a travel or insurance agency, restaurant, or retail store. Note how employees of the businesses dress and groom themselves. If someone wears a uniform, is it clean and does it fit well? Do some businesses seem to require more formal dress than others? Now write a short essay describing how your impressions of the businesses were influenced by the employees' appearance.