

Careers

Did you know?

Workers have the responsibility to:

- Ask questions, and/or request training, about how to perform the job.
- Show up on time, and work assigned hours.
- Perform their assigned jobs.
- Call in sick if they're too ill to work.
- Follow employer's safety guidelines, and wear required protective clothing and equipment.
- Work together to solve problems, and let employers know when help is needed

Workplace Responsibilities

By the time students reach High school, many will already have done some jobs – e.g. working in family businesses, temporary teaching, and sales. Others will experience the work world soon. Young people need to know how to behave in this new arena, and what their responsibilities are.

Students entering the workforce may lack experience in workplace etiquette such as showing up on time, reporting absences, dressing appropriately, and limiting personal phone calls. They may also need coaching on workplace attitudes in order to recognize entry-level jobs as places

to learn transferable skills and begin a work history. Finally, they may not be aware of employers' obligations toward them concerning issues like sexual harassment, wages, working hours, and workmen's compensation. Young people may need help negotiating complicated employment issues



Your CareerScope

as they work side by side with adults for the first time. When you have a job, certain things are required of you, and you must know what they are to succeed.

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Work ethic

Students should know that there's something called "a good work ethic", which means doing your job to the best of your ability, and taking responsibility for your actions.

In addition to fulfilling your obligations, you must also behave appropriately and be aware of how your actions will affect the other people in your workplace. Usually, if you have a good

work ethic, you will succeed in the workplace. And if you don't, you won't. The workplace is serious business, and you are there to do a job. If you give your boss attitude and expect him/her to

bend the rules for you, you're less likely to get promotions, raises, and a good recommendation – and you could end up out of a job. Remember that rights and responsibilities may differ

from job to job, so it's important to be clear on what the rules are in every new workplace. Some responsibilities are meant to keep workers safe. For example wearing protective gear or uniform