



ACA

**PRE-EMPLOYMENT
TRAINING**

**CURRICULUM
PACKAGE**

63916

REPRODUCTION

ACA
✓ COMPREHENSIVE WORK
ENTRY PROGRAM

UNIT 7
✓ KEEPING YOUR JOB



DO NOT WRITE IN THIS BOOKLET!

NCJRS

DEC 27 1979

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This project was supported by Grant No. 73-ED-99-0038 awarded by the Law Enforcement Assistance Administration, United States Department of Justice. Points of view or opinions stated in this publication are those of the American Correctional Association and do not necessarily represent the official position of the United States Department of Justice.

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Unit 7 Keeping Your Job

UNIT GOALS

After completing this unit, you will be able to:

Recognize some basic information about keeping your job

Recognize that your first 30 to 90 days on the job are usually considered to be a probationary period

Recognize that during this period you will not be considered a permanent employee

Recognize that during this period you usually do not get all benefits like health and life insurance

Recognize that during this period you should try to make a good impression

Recognize that a good first impression can usually lead to getting along with your supervisor and co-workers

Recognize that, depending on what type of job you have, the clothes you wear can help make a good impression

Keep a good relationship with your supervisor

Report for work regularly and on time

Recognize that if an emergency comes up and you must be late or absent, you should call your supervisor as soon as possible

Talk to your supervisor personally whenever possible

Avoid leaving a message with one of your co-workers

Keep a pleasant attitude

Be patient and understanding of the ways things are done

Recognize that you are a new employee

Recognize that you should wait until you've been there for awhile before suggesting any changes

Recognize that when you do have a suggestion, you should ask your supervisor if you can tell him/her about it

Perform all of your duties as quickly as possible

Recognize that the best way to move up in the company is to do your job well

Recognize that your supervisor's impression of you can be very important in getting a promotion or being fired

Keep a good relationship with your co-workers

Show an interest in your co-workers

Avoid criticizing their work

Be able to take a joke

Recognize that there will be times when you have to pitch in and help do someone else's work

Show that you can and will work hard

Offer to help out whenever possible

Show an interest in the company you work for

Get information about the company

Find out if there is any literature about the company for you to read

DIRECTIONS

Before you begin this unit, complete the test items on the Unit Test. Use a blank sheet of paper to write down your answers, or an answer sheet provided by your instructor. DO NOT WRITE IN THIS BOOKLET! When you have finished, check your answers using the Unit Test Key which you will find in the back of the booklet. Count the number of items you answered wrong and mark your score on your answer sheet (for example, -6). After you have finished reading the text, take the Unit Test again. When you have finished, check your answers using the Unit Test Key. Count the number of items you answered wrong and mark your score on your answer sheet (for example, -1). By comparing the two scores, you can see how much you have learned.

In the unit you will find review questions to check your progress. Answer the review questions on a separate sheet of paper. Then, check your answers using the Review Question Key. You will find the answers printed upside down. If you answer any of the questions wrong, read over the section right before the questions. If you answer all of them right, keep reading.

At the back of the booklet, you will find a list of words and their meanings. If you come across a word you do not understand, look it up in the word list. Words which appear in the list are underlined in the text.

Unit Test

For each of the following test items, circle on your response sheet the letter which most correctly completes the statement. DO NOT WRITE IN THIS BOOKLET!

1. Your first 30 to 90 days on the job are usually considered to be a probationary period. During this period you:
 - a. *will not be considered a permanent employee*
 - b. *usually do not get all benefits*
 - c. *should try to make a good impression*
 - d. *all of the above*

2. A good first impression can usually lead to getting along with:
 - a. *your supervisor*
 - b. *your co-workers*
 - c. *both a and b*
 - d. *neither a nor b*

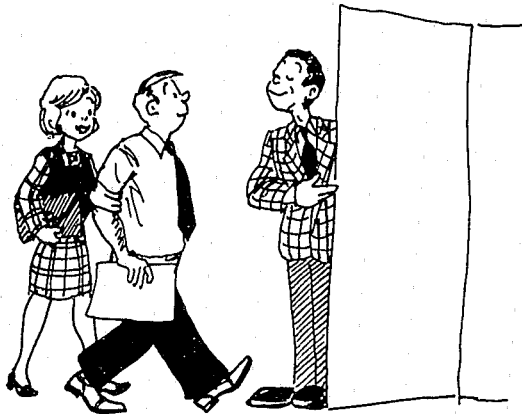
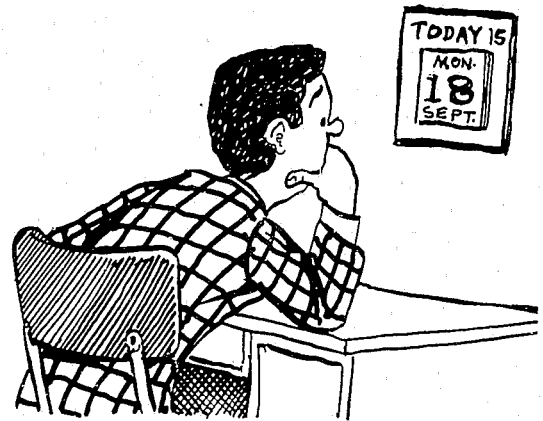
3. One of the many ways you can make a good first impression is by:
 - a. *reporting for work late the first day*
 - b. *wearing the right clothes, depending on what type of job you have*
 - c. *telling jokes*
 - d. *none of the above*

4. You can keep a good relationship with your supervisor by:
 - a. *reporting for work regularly and on time*
 - b. *keeping a pleasant attitude*
 - c. *performing all of your duties as quickly as possible*
 - d. *all of the above*

5. If an emergency comes up and you must be late or absent you should:
 - a. *call your supervisor*
 - b. *leave a message with one of your co-workers*
 - c. *both a and b*
 - d. *neither a nor b*

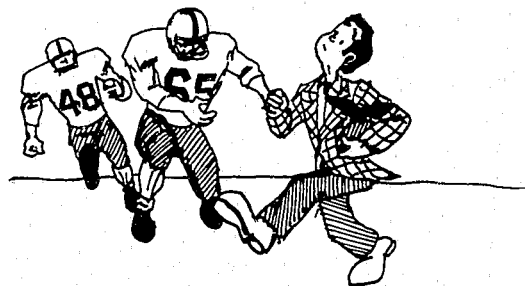
6. If you have a suggestion for changing or improving the way things are done, you should:
- a. *tell your co-workers*
 - b. *keep it to yourself*
 - c. *wait until you have been working for awhile*
 - d. *none of the above*
7. The best way to move up in an organization is to:
- a. *ask constantly about new job openings*
 - b. *do only what you have to do*
 - c. *do your job well*
 - d. *all of the above*
8. In order to keep a good relationship with your co-workers you should:
- a. *show an interest in them*
 - b. *avoid criticizing their work*
 - c. *be able to take a joke*
 - d. *all of the above*
9. In times when you have to pitch in and help do someone else's work you should:
- a. *show that you can and will work hard*
 - b. *offer to help out whenever possible*
 - c. *both a and b*
 - d. *neither a nor b*
10. To show an interest in the company you should:
- a. *get information about the company*
 - b. *find out if there is any literature about the company for you to read*
 - c. *both a and b*
 - d. *neither a nor b*

Your first 30 to 90 days on the job are usually considered to be a probationary period. During this time you will not be considered a permanent employee, and usually do not get all benefits like health and life insurance.



But this period can be important in deciding whether you will keep your job or not. Try to make a good impression. A good first impression can usually lead to getting along with your supervisor and co-workers.

One of the ways you can make a good first impression is by wearing the right clothes, depending on what type of job you have. It's up to you to decide whether you should dress neatly and/or conservatively so that you fit in where you work.



The most important thing you should do is to keep a good relationship with your supervisor. You can do this by reporting for work regularly and on time. If an emergency comes up and you must be late, call your supervisor as soon as possible.



When you do call, talk to your supervisor personally. DO NOT leave messages with your co-workers! Your supervisor might never get the message. Talking to your supervisor personally also means that YOU have to make the call yourself -- not your wife/husband, mother or friend.



MAINTAIN A PLEASANT ATTITUDE



Another way to have a good relationship with your supervisor is to keep a pleasant attitude. Be patient and understanding of the way things are done. Remember that you are a new employee. If you have a suggestion as to how things may be improved, wait until you have been working for awhile. Then, ask your supervisor if you can discuss it with him/her.

Check your progress by answering the following review question.

DIRECTIONS:

On your response sheet, write the letter of the phrase which most correctly completes the statement.

During the probationary period you should:

- a. try to suggest ways of improving the way things are done
- b. not worry about getting to work on time
- c. try to make a good first impression
- d. none of the above

Check your answer by using the key below. If you get the answer right, keep reading. If you get it wrong, go back over what you have already read.

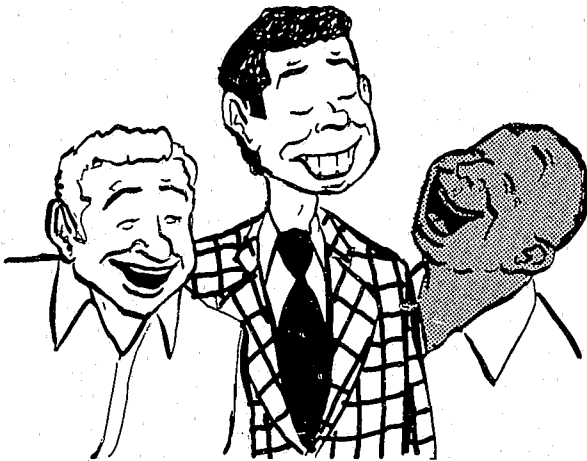
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Review Question Key

One final way to keep a good relationship with your supervisor is to perform all of your duties as quickly as possible. The best way to move up in the company is to perform your present duties well. Your supervisor's impression of you can be very important in either getting a promotion or being fired.



Remember, you can keep a good relationship with your supervisor by reporting for work regularly and on time, keeping a pleasant attitude, and performing all of your duties as quickly as possible.



Keeping a good relationship with your co-workers is important also. Show an interest in them and avoid criticizing their work. There will be times when you must be able to take a joke. Many times it is a sign that you are being accepted as part of the team.



The team concept is equally important. There may be times when you will have to pitch in and help, or even do someone else's work. Show a desire to work hard and offer to help out whenever possible.

Finally, you should show an interest in the company you work for. Get as much information as you can about the company.

Once you start thinking of the company as "us" instead of "them", you are a full-fledged employee with no worries about keeping your job.



Check your progress by answering the following review question.

DIRECTIONS:

On your response sheet write the letter of the phrase which most correctly completes the statement.

A good way to make sure that you will keep your job is to:

- a. keep a good relationship with your co-workers
- b. show a desire to work hard and offer to help out whenever possible
- c. show an interest in the company you work for
- d. all of the above

Check your answer by using the key below. If you get the answer right, take the Unit Test again. If you get it wrong, go back over what you have already read.

d

Review Question Key

Now that you have completed the text, take the Unit Test again. When you have finished, check your answers using the Unit Test Key. Count the number of items you answered wrong and mark your score on your answer sheet (for example, -1). By comparing the two scores, you can see how much you have learned.

Unit Test Key

- | | |
|------|-------|
| 1. d | 6. c |
| 2. c | 7. c |
| 3. b | 8. d |
| 4. d | 9. c |
| 5. a | 10. c |

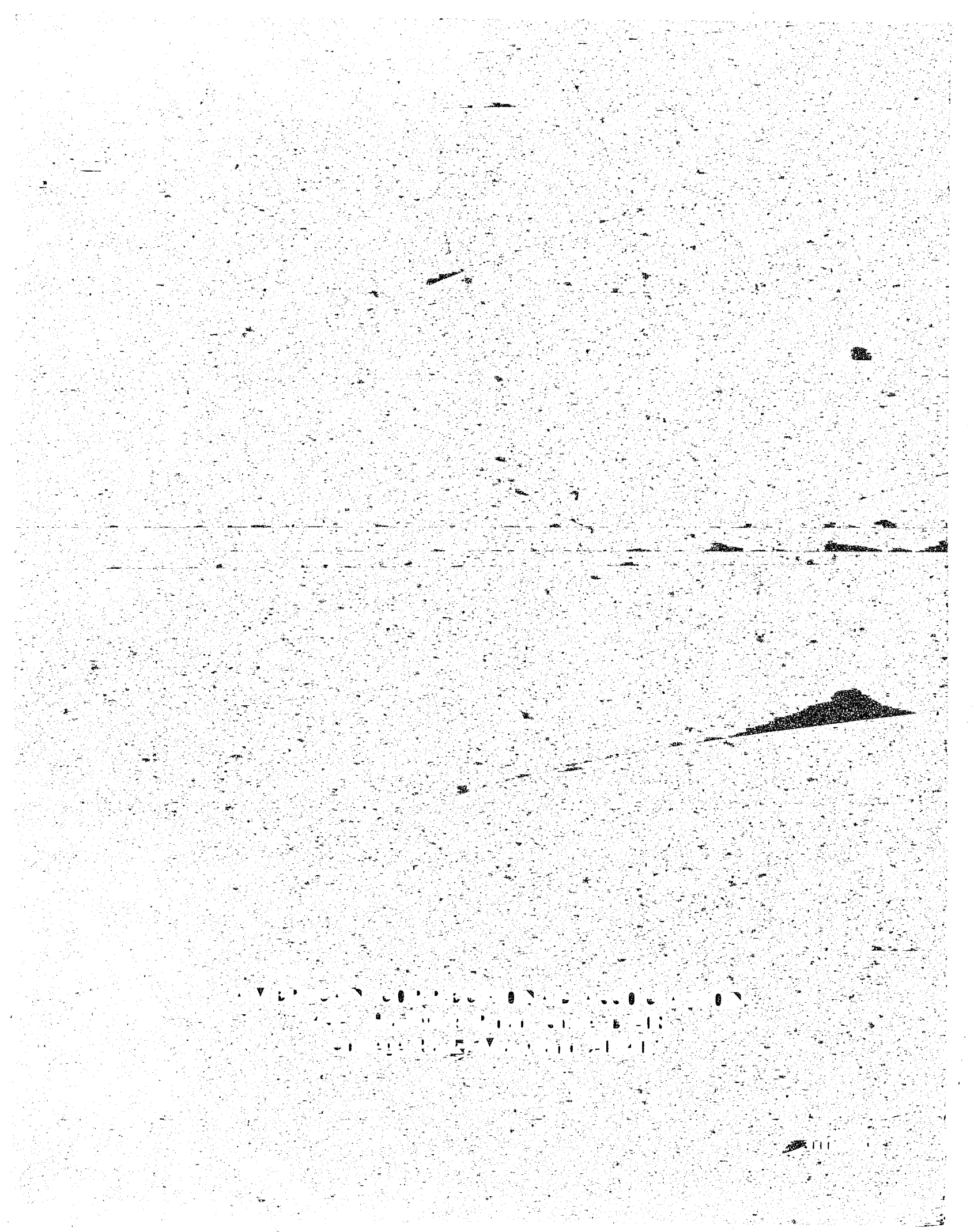
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WORD LIST

1. attitude - feeling
2. benefit - a payment or service in time of sickness, old age or unemployment
3. concept - idea
4. conservative - dress; usually not in style but very acceptable
5. constantly - all of the time
6. criticize - find fault with
7. duties - work given to you
8. discuss - talk about
9. impression - the way you come across to someone
10. improve - make better
11. literature - anything written or printed
12. probationary period - a trial period to see if things work out
13. promotion - being raised to a better job with higher pay
14. full-fledged - with all rights and privileges

Teacher's Notes

Teacher's Notes



END