

# EMPLOYER EXPECTATIONS SKIT RESOURCE



**Directions:** Advisor will cut each expectation into strips. Give each pair of students one of the expectations and ask them to not tell classmates their “trait.” Have them “act out” what it looks like when you meet this expectation and what it looks like when you do not. Have other class members guess what the trait is based on the list on Handout 1.

- a) **Positive Attitude** – This is probably the most important factor in job success. Attitude is your basic outlook in life. Attitudes are often classified into two general types: positive or negative. People with positive attitudes tend to be optimistic, cheerful, and outgoing. They see life as exciting, worthwhile, and enjoyable. They usually get along well with other people and are happy most of the time. These people are willing to listen and learn. The main reason young workers lose their jobs are because they don’t get along well with others.
- b) **Cooperativeness** – Employers have the right to expect full cooperation. This means working well with everyone on the job to reach a common goal. Show that you are cooperative by doing tasks you don’t like without complaining. Be sure to do your fair share of the work when you work with others. Respect your co-worker’s ideas, even if they differ from your own. Pitch in willingly when a co-worker is behind or even if they differ from your own. You may even want to volunteer your help when it is needed.
- c) **Honesty** – Employers have the right to expect you to be honest with them. The most common type of dishonesty is stealing time. Your time during working hours does not belong to you – it belongs to your employer. Arriving a few minutes late, taking longer breaks, and quitting a few minutes early are all examples of stealing time. Another type of dishonesty is stealing company property, such as materials or tools that belong to your employer. Be honest with your employer. As an honest worker you have a much better chance of being successful in your work and being rewarded.
- d) **Initiative** – This means doing what needs to be done without being told to do it. Most employers will expect for you to find things to do without being told after you have been on the job for awhile. Be sure to use good judgment when taking initiative and never attempt to do work that you are not qualified to do. Showing initiative will help you be successful on the job.
- e) **Willingness to learn** – You are expected to learn the way things are done in the company. Make a special effort to learn everything you can about your work and your company. The more knowledge and skills you acquire, the better. A good worker takes the trouble to learn more than just their own daily tasks.

# EMPLOYER EXPECTATIONS

---

- f) **Willingness to follow directions** – You are expected to follow directions exactly as they are given; that is the purpose of directions. You may not understand the reason; your employer has their own reasons. Do the work you are asked to do.
  - g) **Dependability/Punctuality** – Employers have the right to expect you to be at work every day and to be on time. Coming to work late is a good reason to be fired. If you are ill and cannot go to work, call your supervisor or the person in charge. Call as soon as you know you will not be able to report for work. Not calling your employer to report your absence is a good reason to be fired. Your employer needs to know you can be counted on.
  - h) **Enthusiasm** – The most productive employees show enthusiasm for their work and enjoy their work. If there are certain tasks you do not like doing at work, do not dwell on how much you dislike these tasks. Focus on the positive aspects of your job. When people ask you how you like your job, report on the good things.
  - i) **Ability to accept criticism** – Constructive criticism is a must on every job. This is the employer's way of letting you know how the job is supposed to be done. You should be able to take criticism without sulking or snapping back at your employer. Listen carefully and politely to your critic, thank them for trying to help, and then make use of the criticism. Think about what was said, and try to see how it can make you a better worker. Regardless of how the criticism is delivered, it can be constructive or destructive, depending on how you use it.
  - j) **Loyalty** – Always show company loyalty. You must be for the company, not against it. Your company is not perfect, you may not agree with everything your employer does, and you may object to some of the company policies, but you should never complain to your friends or run down the company. You should keep to yourself things that pertain to the company.
  - k) **Proper attire and grooming** – Your appearance is an important part of your job. Points to follow:
    - a. Take a bath or shower daily
    - b. Beware of using too much perfume or cologne
    - c. Avoid unpleasant smells (i.e. cigarette smoke)
    - d. Hair should be clean and neatly styled
    - e. Males should be clean-shaven
    - f. Females should wear make-up sparingly
    - g. Hands and nails should be clean and manicured
  - h. Wear clothes that are appropriate for the job and make sure they are clean and unwrinkled. (Pay attention to accessories (i.e. shoes, socks, jewelry))
-