

RESOURCES

Activity 1

How to Keep a Job

HOW TO KEEP A JOB

For each term, give a definition and an example of how this trait might be used in a job situation.

Attendance means:

Punctuality means:

Honesty means:

Cooperation means:

Dependability means:

Initiative means:

Loyalty means:

Eagerness to learn means:

Ability to accept criticism means:

Why does a person need to have all these traits to keep a job?

How do all these traits apply to home, school, and personal relationships?

Activity 3

On-the-Job Problem Solving

ON-THE-JOB PROBLEM SOLVING

Read the following situation and decide what you would do if you were the boss.

You are the night manager for a very busy self-service gas station that also provides auto repair services. You have three teenagers who work for you until closing time, which is midnight. Recently, the owner has noticed some items have gone missing, such as a radiator hose, oil, a package of spark plugs, and two used tires. Also, the bookkeeping for gas pumped does not correspond with the amount of gas sold. After investigating, the owner is sure that the missing items and bookkeeping problems have occurred on your shift. You suspect that the owner is right, and have an idea who might be responsible for this. As night manager, what, if anything, would you do about it? If you discover that one of your employees is taking items, what, if anything, would you do about it, and why?

Solution: