

# Job Tips from Employers

Over 200 employers of young workers were surveyed to find the most common mistakes young adults make when applying for a job, working in a job, and leaving a job. Here are the results of the survey:

## Asking for a Job — Mistakes to Avoid

- Applicant walked in to ask about a job during peak busy times (such as during lunch time at a restaurant). This shows applicant's lack of judgment (knowing what is right and what is wrong). Serving customers is the #1 priority.
- Applicant did not ask to speak to a manager or assistant manager. (Manager/assistant manager prefers to see and talk to each applicant.)
- Applicant's attitude and conversation was too casual when asking about a job opening. The manager is to be treated as a professional — not treated as your buddy.
- Applicant came in with friends to ask about a job opening instead of coming in alone.
- Applicant answered the cell phone or sent a text message while talking to the manager about a job opening. Turn the cell phone OFF.
- An applicant's parent came in and asked how their son (or daughter) may apply for a job.
- Applicant did not wear clothing appropriate (correct) for job.
- Applicant had too many tattoos, body piercing, tongue ring that may offend the customers.
- Applicant did not make eye contact with the manager while speaking.
- Applicant was chewing gum while asking about a job opening.
- Applicant did not smile.



- Applicant did not check back to ask about the job opening when told by the manger to check back.

## Job Interviews — Mistakes to Avoid

- Applicant was late for the interview.
- Applicant did not "sell" himself or herself as a great employee and also forgot to smile. We want happy workers.
- Applicant did not know anything about the store (or place of business). Applicant said, "I need a job to get money to buy a car," or "My mother wants me to get a job."
- Applicant was not able to list the types of skills he or she would bring to the job.
- Applicant did not know the name of the job that is wanted.
- Applicant used slang language.



## New Workers — Mistakes to Avoid

- Worker forgot to read schedule or did not read the schedule correctly.
- Worker did not ask questions until it was too late and mistakes were made.
- Workers showed up for work late!
- Worker talked to friends that dropped by rather than work.
- Worker did not take the initiative to do a task that needed to be done without being told.
- Worker did not show interest in the job.
- Worker did not follow directions.
- Worker was absent to often.
- Worker made personal phone calls and text messages while at work.
- Workers visited with other employees instead of working.
- Worker did not treat customers as special.
- Worker gave friends discounts that is against store policy.

### How to Succeed in a Job — BE GRREAT!

- **B**ecome a team player with other coworkers and managers. Team players working together create happy customers who buy products and services from the business.
- **E**njoy your job. Have enthusiasm and a desire to learn new work tasks. Do more than is expected of you. When you are not busy, ask if there is anything you can do.
- **G**ive customers your attention. Do not chit-chat with coworkers about personal events or the business in front of customers.
- **R**espect those around you at work: coworkers, managers, customers, and customers' children.
- **R**emember that you are learning job skills that will help your future. This job may not be your career choice, but it is teaching you good work habits, and giving you experience and references that will help you get your next job.
- **E**xit from your work area to use a phone to talk or text message. Only do these activities during rest breaks and meal periods.
- **A**sk coworkers and managers for information. If you have questions, speak up and ask.
- **T**ake the time to learn about the business: its history, products sold, advertising methods, and the customers. Try to remember customers' names!

### How to Leave a Job — be POLITE!

- **P**roper notice (1 to 2 weeks) is to be given to the manager. Do not tell coworkers you are leaving before you tell the manager.
- **O**rganize your work-related records for future use on applications and resumes. Write down the company name, address, phone number, dates of your employment, your job title, manager's name, and references you may use.
- **L**eave everyone (coworkers and managers) feeling good about knowing you.
- **"I don't care anymore"** attitude is to be avoided. Finish your scheduled hours with 100% effort.
- **T**hank the manager for the opportunity of working in the business and learning new skills.
- **E**xplain (briefly) to the manager why you are leaving with a positive reason and attitude.



### QUICK CHECK:

1. a) Define "judgment." b) What was wrong about when the applicant walked in to ask about a job? c) What is the #1 priority?
2. a) To whom should the applicant ask to speak? b) Why? c) How is the manager to be treated?
3. In your opinion, why would a manager not hire an applicant who: a) Came in to ask for a job with friends? b) Whose mom asks the manager how their son or daughter applies for a job?
4. What do some managers think offend customers?
5. Managers "test" applicants by asking them to "check back." What do you think a manager thinks of an applicant that does not check back?
6. List 3 mistakes to avoid during the job interview.
7. List 3 mistakes that new workers need to avoid.
8. To succeed in a new job, list the tips given for each of the letters "BE GRREAT."
9. To leave a job, list the tips given for each of the letters "POLITE."
10. To organize your work-related records, list 7 things you need to write down for each job you have (to use on future applications/resumes).
11. In your opinion, why is it important to write these 7 things down (and keep them in a safe place) when you leave a job rather than waiting until later in the future?
12. Pretend that you are a manager of a grocery store. a) Why would you want to hear about a worker leaving a job before his/her coworkers know? b) When a worker leaves, why would you like to hear a "thank you" from the worker?