

LIFESKILLS IN ACTION

JOB
SKILLS+

How to
Act Right
on the Job

M.G. HIGGINS



Success at a job takes effort.

It is not just showing up.

People must work hard every day.

This shows their value.

It is a big part of **keeping a job**.

The first day at a job is busy.

There are forms to sign.

Your boss will explain pay and benefits.

You may be given a handbook.

It lists the rules.

Handbooks give information about:

- breaks
- holidays
- sick time
- vacation time
- time sheets
- pay dates
- safety
- what to wear

Learning the rules is important.

It helps to know what to expect.

Read the handbook.

Keep it handy.

Look things up as needed.



The company may be small.

Rules might not be written down.

Someone should share them.

Ask if you aren't sure.

There are also **unwritten rules**.

These are how things are done.

They are not official rules.

Pay attention to how people do things.

This will help you succeed.

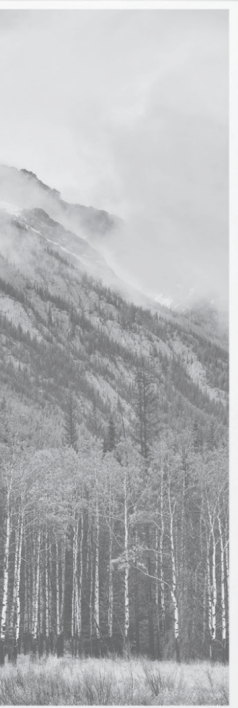


What happens when Luke slacks off on the job? Find out in *Choices*. Want to read on?



JUST *flip* THE BOOK!

Choices



PJ GRAY

Jose and Luke work at a travel company. They are on the call center team. People call for help with travel plans. The team books hotel rooms. They schedule flights. Car services are arranged too.

Jose and Luke started on the same day. That was almost a year ago. They sit next to each other. Gina sits on the other side of Luke. She started a few months after they did.

Judy is their boss. She manages the call center. One day Judy stops by Jose's desk. She hands him a paper.

“Nicely done, Jose,” Judy says. “This is a letter from a customer. You helped him with a problem. He said that you did a great job.”

“Wow,” Jose says. “Thank you.”

“Keep up the good work.”

Luke walks in a moment later. He sets his backpack on his desk. Judy turns to him.
“Luke, may I see you in my office?”

Luke and Judy sit in her office. “You are late again,” she says.

“I know,” Luke says. “I forgot my lunch and had to go back for it.”

Choices



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