

Job Search #3-

# Starting A Job

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# Starting A Job - Appearance

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Before you start a job, you should always find out what kind of clothes are appropriate. The best time to ask is after you have accepted the job, then you can ask what is the “dress code.”

## **Business or Professional:**

Do wear a suit and tie, or professional dress every day to work.

Don't wear anything less professional

## **Business Casual:**

Men - Do wear: slacks and a high quality shirt with dress shoes.

Women - Do wear: knee length or longer skirts or slacks, with closed-toed shoes, and sweaters or blouses.

Don't wear: jeans, t-shirts, Hawaiian shirts, sneakers, cowboy boots, sandals, hats, anything with holes in it.

## **Casual:**

Colored denim pants or slacks, clean shirts. Check with you employer about the company's rule on blue-jeans, t-shirts and sandals. Every employer is different so ask about the rules.

## **Uniform:**

Wear whatever the required outfit is. Make sure you wash your uniform after every shift, or have more than one uniform to switch off wearing.

Most employers that require a uniform will want specific colored shoes, or shoe types. Check with the employer about the shoes.



No matter what the dress code is, always make sure that you also prepare yourself before you go to work every day. Every day before you leave for work, do the following:

- Make sure your clothes are clean and ironed
- Bathe and wash your hair
- Use deodorant
- Brush your teeth & take breath mints with you
- Comb your hair and make it look nice
- Look in the mirror and make sure you look good.
- Men – Shave

## Starting A Job - Attitude

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Attitude is demonstrated by actions. If you want to be thought of as having a “good attitude” at a work site, you need to do the following things consistently:

### **Be Friendly -**

Smile and be kind to everyone; your coworkers, your boss, and your customers.

### **Be Agreeable -**

Smile and agree to do whatever you are asked to do. Always say “Yes” no matter what. You are being paid to work, and when you are at work, there is no such thing as “not in my job description.”

### **Be Positive -**

If you don't have anything nice, or cheerful, or positive to say - don't say anything. If you speak, say good things about your co-workers, your job, the company, the facilities, etc.

### **Be Busy -**

If you finish what you are supposed to be doing, find something more that you can do. That can be anything from cleaning and organizing, to asking if there is anything you can do. Never just sit and do nothing.

### **Be Patient -**

You need to be patient with yourself, with your job, and with your coworkers and customers. Give the job a chance, it usually takes at least 2



weeks to get comfortable in a job and to start to feel comfortable. Sometimes it takes longer to learn a job, and if you can be patient with yourself and your job then you will have a better chance at success. When you have problems that come up with your coworkers and customers, remember that they are just human beings, too.

Attitude is the most important skill to master. If you can do the things listed above when you start your job, you will develop a reputation for having a “good attitude.” Most employers would rather have an employee with a good attitude who may not be the most skilled worker than an employee with a bad attitude who is incredibly talented and a very skilled worker.

**If your boss asks you to do something – Always say yes,  
and do it without complaining.**

# Starting A Job - Time

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In the private sector, time is one of the most important resources that an employer has. Most employers will pay you by the hour, and will expect you to work every minute of every hour. From the employer's perspective; When you accept a wage you agree to work for that wage - doing whatever you are asked to do, doing it well, and doing it with a good attitude.

## **Make sure you follow these rules about time:**

### **Be to work every day -**

There is no acceptable reason to miss work during your first month of employment. During the first year, if you have to call in sick or for personal time off, you should make sure it's an emergency.

### **Be early to work every day -**

Plan on being at least 10 minutes early. Remember even 1 minute late is too late.

### **Never leave early unless you are told to by your supervisor -**

Do not ask ever to go home early and when they are looking for volunteers - don't volunteer to go home early until you have worked with the company for at least 2 months, and even then - don't do it often.



## **Be conscientious of how you observe:**

### **Breaks & Lunch Breaks -**

Take only the time that is allowed, not even 1 minute more & if you are called back from your break before your time is over - come back without complaint. Only take breaks at approved break times.

### **Sick Leave -**

Keep track of the amount of time that you have for sick leave, and don't call in sick more than the time you have. Do not call in "sick" unless you are. If your boss finds out that you lied, then there is the possibility that you can get written up or fired. Even if no corrective action is taken, the employer will remember and not trust you.

### **Vacation or Personal Time Off -**

Keep track of the amount of time that you have and don't take off more time unless you have permission. You should always make plans in advance with your employer before going on vacation. For most employers, make your arrangements with your boss at least two weeks in advance. Some employers will need more time to make the arrangements to cover your shifts, so talk to your boss to find out how they would like to handle and schedule vacation and personal time off.

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