4-H Job Readiness – Oklahoma Style!!!
Job Interest and Skills

• Life Experiences and Life Cycle
• Why do I need a job?
• Differences in Jobs and Job Interest
• Finding a Job
  • Resume writing and Job Application
    • Personal information
    • Education
    • Work Experience
    • Activities
    • Skills
    • Reference
Common Reason People Do Not Get a Job

- Poor general appearance
- Negative personal attitude
- Do not have enough training or background
- Argue or disagree about job requirements
- Seek unrealistic wages
- Poor school attendance
- Show a lack of motivation
Learning about jobs

Job Shadowing

A great way to experience the job from the inside without actually applying for a job!!

How to Look for a Job

• Read newspaper job ads
• Put an ad in the newspaper
• Read bulletin boards
• Submit an application with your resume and cover letter
• Register with the Job Service Center
• Tell People you are looking for a job
• Read the yellow pages
• Use internet services
• Post work wanted signs at places of business
Keeping a Job

• Positive Self-Talk
• Self-Motivation

Work Habits

• Listening
• Share your Feelings

Working with others

• Transportation
• Appropriate Dress and Grooming

Personal Responsibilities
Basic Tips to Follow

• Follow the dress code for your job; wear a uniform if required
• Use common sense
• Always consider clothing safety
• Keep your clothes clean and repaired
• Choose clothing that makes you feel good about yourself
• Select comfortable clothing and that fit properly
Taking Care of Myself…Balancing Work and Personal Life

• Good health care is essential
• Nurture relationships with family and friends
• Attendance at work
  • In reality you will need a miss a few times at work. This should be done with great caution and concern. Too many days can cause you to lose your job.
Possible Reasons You may have to miss Work

- Contagious/Infectious illness – something someone else could catch
- You are sick and work around food
- You are so sick that you cannot work or do your job
- You are hospitalized or need surgery
- A family member is very ill and you need to be with them
- A doctor or dentist appointment that you cannot schedule at another time
- Death of a family member
- Jury Duty
- Active Duty Military
Your Responsibilities when missing Work

• Be honest and tell the truth

• Talk to your boss before making a decision

• Call your boss immediately if it is a situation that requires immediate action (like an accident or unexpected death)
Problem Solving Skills at Work are a Must

- Some kinds of problems could occur:
  - Working in a small space
  - Working with others on the same work or project
  - Taking orders from a boss or manager
  - Not working fast enough or meeting deadlines
  - Employees gossiping about others
  - “Put Downs” from co-workers
  - Sexual harassment
  - Not agreeing with something that is being done at work
Problem Solving Procedure

• Identify the problem

• Control your emotions so that you can talk about the problem

• Gather information about the situation. You need to know all the facts so you can make a good decision

• Have good interpersonal skills

• Be a good listener

• Share your feelings if something is making you uncomfortable
Other Important Characteristics and Skills to Have on the Job

- A positive Attitude
- Willing to do my Work
- A pleasant Smile or Friendly Face
- A Friendly tone of Voice
Getting Fired: Is There a “Right” Way

• Employees can be terminated (fired) for the RIGHT reason or for NO Reason at all, but CANNOT BE TERMINATED FOR THE WRONG REASON

• A person cannot be fired for:
  • Refusing to commit an unlawful act
  • Performing a public obligation (jury duty or serving in a military reserve unit)
  • Exercising a statutory right (filing a workers’ compensation or a discrimination complaint)
  • Any form of discrimination covered by state statutes
  • Reporting an employer’s breach of contract
  • Lawful union activities
  • Having wages garnished for indebtedness
Discrimination

• If an employer has more than 15 employees, Title VII of the Civil Rights Act of 1964 and the Americans With Disabilities Act applies to them. If an employer has more than 20 employees they are also subject to the Age Discrimination in Employment Act.

• These laws prohibit employers from discriminating against employees on the basis of race, color, religion, sex, national origin, age or disability. Some states also prohibit employers from discriminating on the basis of sexual orientation, marital status and family status.
Discrimination is not the same as Not Doing your Job

• If an employee isn’t doing their job, the employer should:
  • Give verbal warning to the employee of concern or problem with examples of how to change behavior
  • Impose discipline practices progressively and continue to talk to the employee about the problem
  • Use termination (getting fired) as the last resort. Pre-problem counseling or training can prevent a lot of stress, wasted time and other costs for both employers and employees
  • If you have a problem, be willing to talk about it and try to resolve it
The Bosses Responsibility with Terminating an Employee

- Be honest and completely clear about the reasons for discharge and have a valid business reason for the termination
- Avoid personal statements
- Present a precise explanation of severance pay procedures, benefit continuation forms, pension or profit-sharing payouts and other available assistance such as counseling
- Allow individual to remove personal belongings at a low visibility time
- Try to be sensitive of the employee
- Document the termination in writing immediately
- If performance was the reason, state the reason
- Answer questions from other employees in privacy
Reasons Employees Could get Fired

- Incompetence
- Failure to respond to training
- Gross Insubordination
- Repeated unexcused absences or lateness
- Sexual Harassment
- Verbal Abuse
- Physical Violence
- Falsification of records
- Theft
- Drunkenness on the job
Quitting a Job: Is there a “Right” way?

- Things to consider:
  - Why do I want to quit my job?
  - Do I have another source of income?
  - Do I have another job lined up?
  - Do I have a partner or family to consider in this decision?
  - Will quitting this job change my lifestyle a lot?
  - Will my employer give me a good reference?
  - Have I made adequate plans for this change?
  - Are there better opportunities for me if I quit this job to take another?