**Job Preparation Lesson for October**

**Top 10 Ways to Keep Your Job**

Consider the following general rules and policies of most workplaces. Discuss these with your students and inform them of how the world works.

1. Arrive on time. This means that regardless of what is happening in your own life, you need to show up at your scheduled report time, or even better, come to work earlier so that you are fully prepared to start working on time.
2. Be prepared to detach from your phone and put it away, even away from your possession in a locker or other storage area. Many workplaces will not allow you to be on your phone or other devices at all.
3. Working hard is generally expected. Do your best. Ask questions when you do not know what to do. Do not be distracted. Being distracted is not only a matter of not working hard, but it also may pose a threat to your own safety or the safety of others. This is especially true in places where heavy equipment is operated, where food is prepared, or any other places where the subject of your work involves paying close attention to what you should be doing.
4. Be substance free. Many workplaces require you to pass a drug test. If you do not pass, you will not be hired. Many workplaces also do random drug testing for current employees, and if you do not pass, you will be fired. If an accident occurs during the workday, you will be tested for drugs and alcohol in your system. Be prepared.
5. Follow the workplace dress code. Consult your employer for further information. You may need to wear closed-toed shoes, steel-toed shoes, have arms and legs covered, or if your work is outdoors, there may be more requirements. You may be required to wear a uniform.
6. Keep in mind that you will need a positive recommendation or referral from your supervisor when you move on to your next employer. Go above and beyond employers’ expectations.
7. It is a general rule that you report when scheduled, and that if you desire to terminate your employment with the establishment, you should write a letter providing two weeks’ notice to your employer before you stop working.
8. You should learn to work well with others, to follow instructions carefully, and to do what you are told to do.
9. Sexual harassment is a reason to be fired. Do not make sexual remarks in the workplace, do not ask people out during work time, and do not tell jokes at work that could be considered sexual, racist, offensive, or inappropriate. Always keep your hands to yourself.
10. Racism and discrimination are illegal and offensive, and you can be fired for being racist or discriminatory. Treat everyone with whom you come into contact with respect, regardless of race, gender, religion, nationality, ethnicity, gender identity, sexuality, marital status, family status, or any other categorization. Discuss this song (Mandisa)/quote: “We all bleed the same!”