

WHAT DOES MY EMPLOYER EXPECT OF ME?

After surveying over 100 employers, The Center of Workforce Innovations and Work One have collated responses, printed and distributed this soft skills poster for schools, post-secondary students and communities in an effort to promote awareness of the attributes employers expect of all employees when hiring, entry level and up.

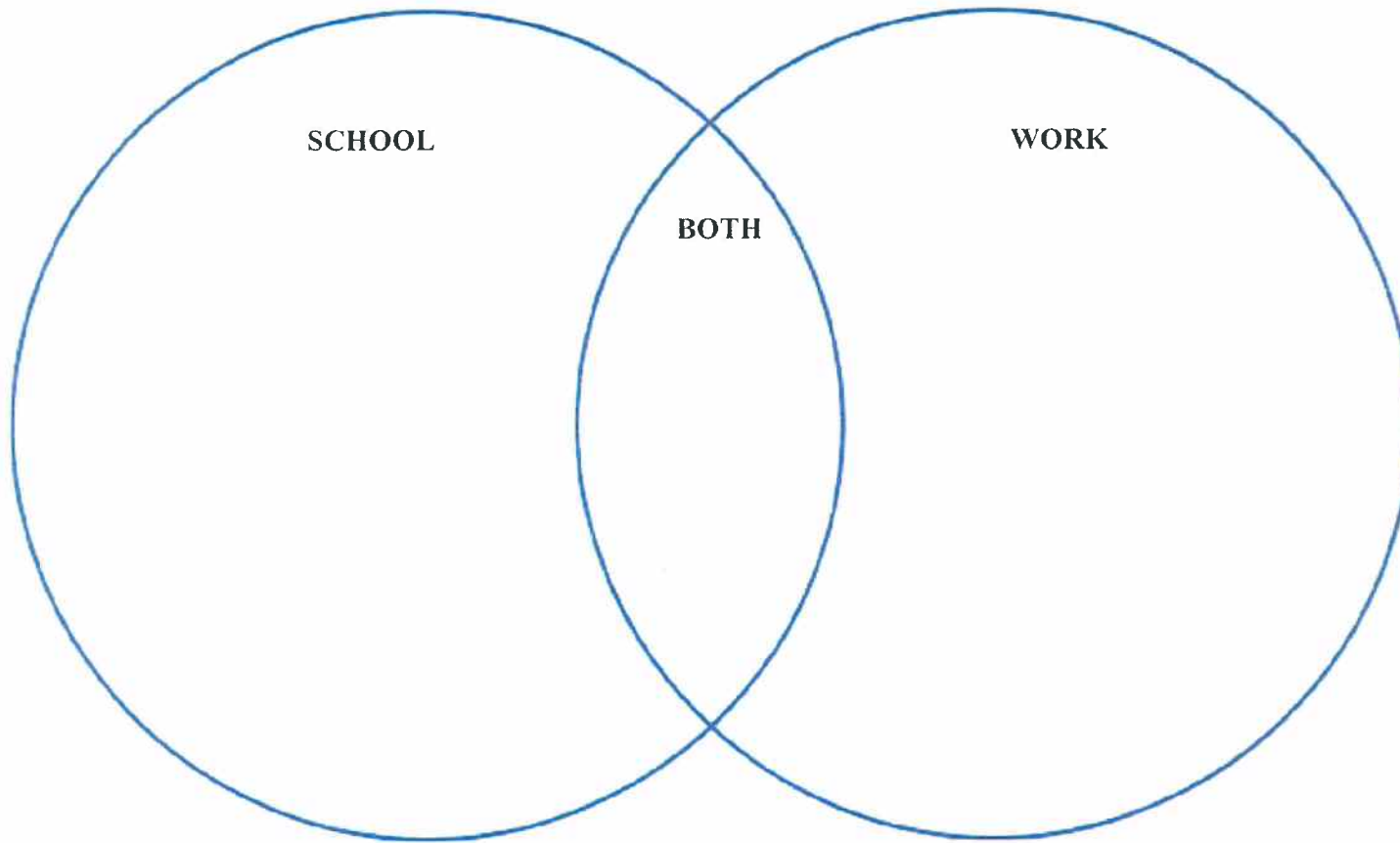
Promoting the use of this powerful tool in classrooms across the region supports our future workforce gain a basic understanding of what will be expected of them in order to become employed. Not so surprisingly, as you peruse the ten expectations, you will notice that they are basic life skills that mirror good school behaviors as well.

In an effort to assist teachers in the promotion of these skill sets, a few suggestions for classroom implementation are provided. Please feel free to share these with colleagues.

NAME:

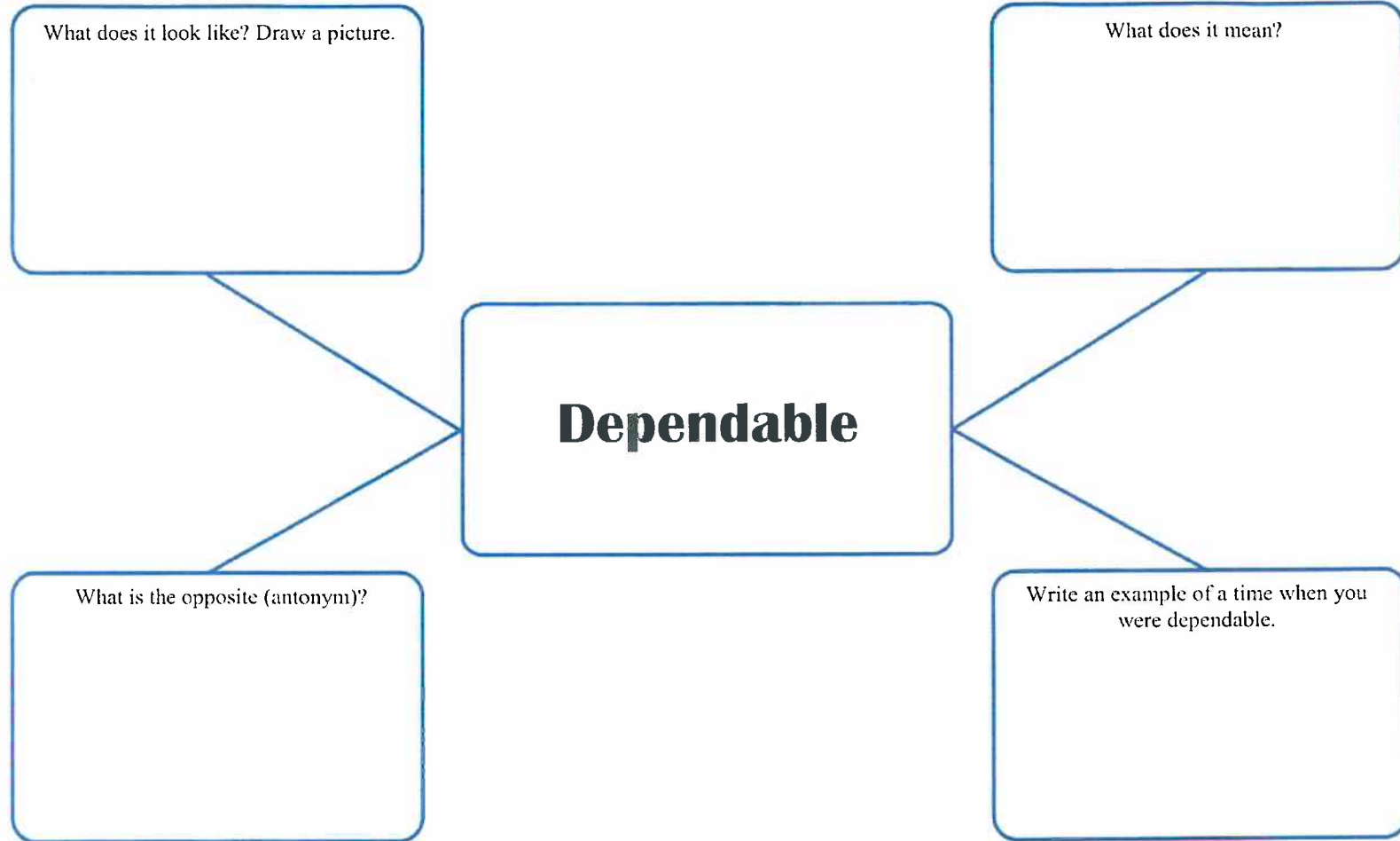
Have a Positive Attitude

Compare and contrast how a positive attitude looks at school and in the workplace.



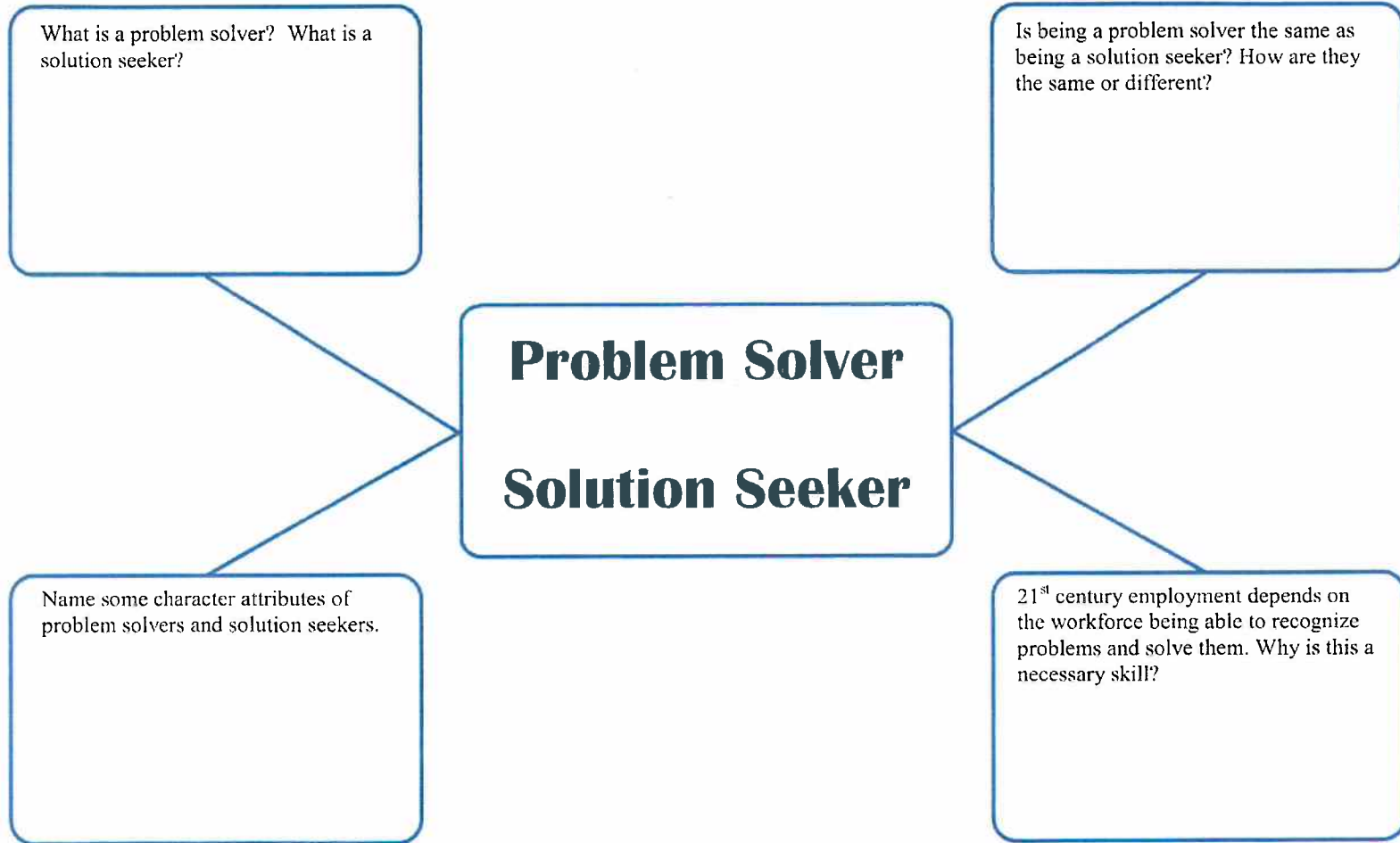
NAME:

Employer Expectations for School and Work



NAME:

EMPLOYER EXPECTATIONS



NAME:

Employer Expectations

K What I Know	W What I Want to Know	L What I Learned

Name _____

EMPLOYER EXPECTATIONS

Cite an example of each expectation as seen in school and in the workplace.

Expectation	School	Work
Positive Attitude		
Works Well With Others		
Follow Directions		
Show Up to Work on Time		
Recognize Problems and Find Solutions		
Mange Time Effectively		
Apply Good Listening Skills		
Be Honest and Dependable		
Pass a Drug or Background Test		
Dress Properly and Practice Good Grooming		

Name: _____

RANK THE EXPECTATIONS!

If you were hiring an employee, which skill would be most important? Rank the 10 in order of importance.	Be prepared to explain why you ranked these skills in that order.
1	6
2	7
3	8
4	9
5	10

Was it difficult to rank the skills? What problems did you encounter? How did you make your decisions?

NAME: _____

Did I Display Employer Expectations this Week at School?

This is a self-check. Mark each box with an X if you displayed at least one expectation that day.

	Monday	Tuesday	Wednesday	Thursday	Friday
Positive Attitude					
Dressed Properly and Practice Good Grooming					
Work Well with Others					
Be Honest and Dependable					
Follow Directions					
Use Good Listening Skills					
Recognize Problems and Find Solutions					
Show Up on Time Prepared and Ready					
Manage Time Effectively					



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Name: _____

Creating Questions for the Interview of a New Employee

You are an employer who must hire a new employee to fill the position of _____.
(Choose one or create your own: fork- lift driver, salesperson, payroll clerk, customer service representative) Create a list of at least 5 questions you will ask during the interviewing process. Remember these questions should be probing and give you good insight as to what kind of employee they will be if hired. When you complete the task, use the grid to determine whether or not your questions included expectations reported by the survey of 100 employers that Center of Workforce Innovations and Work One sponsored.

1.

2.

3.

4.

5.

NAME:

Did My Interview Questions Include these Skills?

Review the questions you developed to interview a potential employee. Do they include any of these expectations? Place a check in each box to determine how well you did.

	Question 1	Question 2	Question 3	Question 4	Question 5
Positive Attitude					
Dressed Properly and Practice Good Grooming					
Work Well with Others					
Be Honest and Dependable					
Follow Directions					
Use Good Listening Skills					
Recognize Problems and Find Solutions					
Show Up on Time Prepared and Ready					
Manage Time Effectively					

REFLECTION:

Were you surprised by your results? Why or why not?
In your opinion, where are these skills learned and practiced?
Is it possible to be an excellent employee if you are weak in certain skills or missing any of these skills?



Name: _____

INTERVIEW PROJECT

Conference with family friends or parents about their employment interviewing experiences. How did they feel about it? Were they nervous or sure of themselves? How did they prepare for the meeting? What type of questions were they asked? Why did they feel they were chosen for the job? Did they have any attributes or skills that stood out? Ask if they have any advice for you as a future employee in the workforce.

After the interview, review the expectation check list. How many of the skills were mentioned? Were any of these skills repetitive? Why do you think so? What can you conclude by this experience?

Name _____

EMPLOYER EXPECTATIONS INTERVIEW PROJECT

Check the box if this expectation was mentioned in your interview.

Expectation	Interview 1	Interview 2
Positive Attitude		
Works Well With Others		
Follow Directions		
Show Up to Work on Time		
Recognize Problems and Find Solutions		
Mange Time Effectively		
Apply Good Listening Skills		
Be Honest and Dependable		
Pass a Drug or Background Test		
Dress Properly and Practice Good Grooming		

OTHER IDEAS

- Students can act out each expectation.
- Ask students to create a jeopardy game with questions pertaining to careers and employment skills.
- Investigate the current job market.
Have students write a resume for a jobs wanted ad placed in the newspaper.
- Practice filling out job applications.
- Discuss and rehearse how to effectively answer questions posed to applicants.
- Ask students to develop a Powerpoint presentation or video on how to develop strongwork ethic. Highlight in the presentation what the workforce looks like when employees do not have solid work ethics.

- Remember the 21st century job market is ever evolving. Education beyond high school will be the rule! So **BEGIN THE CONVERSATION ABOUT COLLEGE OR POST-SECONDARY TRAINING** with all children and students now!!!! **NO AGE IS TOO YOUNG.**