# Job Savvy, 6e

# Topical Videos

## Video 3:

Being There . . . On Time! (Chapter 4) video includes content from ***You’re Fired!***and ***Life Skills for Success: Career Management Skills***. Students can expect to review the importance of being on time and dependability. (Approximately 5 minutes)

The Job Savvy topical videos for the sixth edition are brought to you by JIST Career Solutions, a leading provider of materials and technology that help build essential skills for career, academic, and life success.

This video will review the importance of dependability and being on time. The content in this video is from the *You’re Fired!* and *Life Skills for Success: Career Management Skills* JIST videos.

NARRATOR: In the United States, about fifty thousand people are fired or laid off *every* day. Sometimes the job loss is not because of employee performance. Maybe the company downsized, restructured, or went out of business. More often than not, however, workers are let go because of their own actions—because they didn’t meet their employers’ expectations.

Getting fired doesn’t just affect your ability to pay the bills. It can have far-reaching implications for your future, creating a blemish on your résumé that can complicate getting hired elsewhere and moving forward in your career.

To keep your job, you need to make yourself indispensable to your company—someone your employer can count on to do the job right and on time.

Your employer counts on you to show up and do your job. Sounds simple and obvious, but you may be surprised to learn how many people struggle with just showing up. In the United States, one in ten workers is absent from work each day. Operating a business is hard when there aren’t enough people to run it.

EXPERT: Your manager needs to know that they can rely on you to show up when you’re supposed to show up. To meet the deadlines you say you are going to meet. That reliability is key. And even in some jobs you can’t open your doors unless the employee shows up. If it’s a small store, if it’s a small shop, if they are relying on you to open the door, that’s money that is not coming in to them as well.

EMPLOYEE *enters office/workplace, trying to sneak by on tiptoes without getting caught.*

SUPERVISOR (*spotting her*): Julie?

EMPLOYEE *stops, caught in the act, sighs.*

SUPERVISOR: You know it’s 8:45, right?

EMPLOYEE: I know. I’m sorry.

SUPERVISOR: That’s the third time this week.

EMPLOYEE (*apologetic, desperate*): I know. Traffic was unbelievable. There must’ve been an accident or something. And my cat got sick on the couch. (*Floundering, looking up at the clock on the wall.*) And I’m pretty sure your clock is fast.

SUPERVISOR: I’m pretty sure it’s not. And you only live ten minutes away. I can’t imagine traffic is that big of a problem.

EMPLOYEE (*grasping at straws*): I couldn’t get my garage door to open?

EMPLOYEE (*suddenly sniffling, sounding nasally*):Did I mention I might be getting the flu?

*SUPERVISOR shakes his head.*

SUPERVISOR: Come see me in my office, please.

NARRATOR: Occasionally, you may not be able to avoid being late or missing work. If you’re sick, for example, your boss probably doesn’t want you around—you won’t be working to the best of your ability anyway. Most supervisors will understand the occasional absence provided you give them as much advance notice as possible. Just remember that if you don’t show up to work, your work doesn’t get done, resulting in lost productivity. That, or your boss has to find someone else to do your job for you.

Naturally, the more skills you have, the more employable you are, but there are a few key

soft skills that are vital to your continuing career success. The first—and most basic—is being

dependable.

*Eric and his Supervisor are in a warehouse setting.*

ERIC: Sorry I’m late boss.

SUPERVISOR: Forty minutes late.

ERIC: Yeah. I know. Won’t happen again. I promise.

SUPERVISOR: That’s what you said last time. And the time before that. You were late on Wednesday.

You were late on Monday…

ERIC: I wasn’t late on Tuesday.

SUPERVISOR: You called in sick on Tuesday! Which, by the way, was the third day of work you’ve missed

already this month. I had to scramble to find someone to fill in for you. And even on the days when you

do show up, you’re not always on top of it. I mean, your cash drawer was off balance again last night.

Listen, Eric. I’m sorry, but this can’t go on. I need to find someone I can count on.

*Career Expert in an office setting*

EXPERT: Being dependable means showing up on time and putting in your hours—that’s the bare

minimum. But it also means making the most of those hours. Dependable employees have a strong work

ethic. They don’t waste time socializing or surfing the internet. They make sure they get their tasks

done, whether it’s making sales calls, laying bricks, or grading papers. This work ethic leads to increased

productivity, which, in turn, has a positive effect on the company’s performance.