# Job Savvy

# How to Be a Success at Work

Sixth Edition

## Chapter 1: Your Employment Relationship

## Video Transcript

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# Title Card

The *Job Savvy* video series for the sixth edition is 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.

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# Chapter 1 Your Employment Relationship

An “employment relationship” is necessary between an employer and employee. They work together often and often toward the same goals, so managing these relationships is vital to business success. Your employment relationship is also a key factor in your career satisfaction. To foster the best employment relationship possible, a good place to start is to learn how to deal with changes in the workplace and then you can move on to understand an employer’s point of view.

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# Why We Work: Human Interaction and Friendship

Did you know that most of us spend almost 95,000 hours of our lives working? Work is how we earn the money to pay for our material needs. Work satisfies many of our psychological needs. And work fulfills our needs for human interaction and friendship. Because work is such a major part of our lives, it’s important to have a basic understanding about work in today’s society.

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# Changes in the Workplace

Your job success is dependent upon your awareness of changes in the workplace. Key influencers of the future workforce will include: labor force participation, work structures, and technology. The future workforce will also represent a broad range of gender, age, and ethnic diversity. Ongoing training and education will become the norm for successful employees. The need to work with all different kinds of people and learning to appreciate differences isn’t just a nicety anymore—it’s a workplace necessity.

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# Labor Force Participation

The term “labor force” refers to the people who are available and want to work. Anyone who is looking for a job or working at a job is a member of the labor force. Examples of those who are not a part of the labor force include stay-at-home parents, retired people, and the disabled. To be competitive in today’s labor force, it helps to understand some of the changes that are occurring.

# Labor Force Participation (continued)

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First, labor force growth has slowed down over the past several years. Approximately 63% of the U.S. population participates in the labor force. Also, the number of job openings is expected to increase. In fact, overall employment is projected to grow by about 7 percent between 2016 and 2026—that is 11.5 million total new jobs. If you’re looking to work during the years from now until 2026, there will be many opportunities.

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# Labor Force Participation (continued)

According to www.bls.gov/careeroutlook, our relatively tight labor market improves the pay offered for entry-level jobs. Most people (98.5% of fulltime workers) are paid more than the federal minimum wage of $7.25, including 90% of workers 25 or younger. This is good news for high school students and graduates looking for their first job.

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# Labor Force Participation (continued)

Women continue to positively impact the workforce. For several decades now, the labor force’s participation rate for women has increased. And, by 2026, it will be about 56%. This is a dramatic change from the end of World War II, when only 28 percent of the workforce was female. This has put a new focus on work-life balance and resulted in more family-focused benefits. According to the Harvard Business Review, “For Every 10% Increase in Women Working, We See a 5% Increase in Wages.” You can be better prepared to be a successful employee by learning how to respectfully work with all gender identities.

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# Labor Force Participation (continued)

Older generations continue to impact the workforce.The amount of workers ages 55 and above will continue to increase into 2026. This will force businesses to rethink retirement policies and to find new ways to use workers regardless of age. You can be better prepared to be a successful employee by learning to respectfully work with people of various generations.

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# Labor Force Participation (continued)

The workforce will con­tinue to change in racial and ethnic composition. Companies have responded to this trend by creating ethnic diversity programs to help workers understand and appreciate their cultural differences. This mix of cultures in the workplace will bring new perspectives to solving business problems. You can be a more effective (and valuable) employee if you can work well with others in a diverse workforce.

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# Work Structures

In today’s economy, you simply cannot rely on an employer to provide a “permanent” job where you are considered a core employee. When one job ends, you must be prepared to find another. It’s important to develop as many skills as possible so that you can adapt to new tasks and projects, and to be prepared to work as an independent contractor, on-call worker, or temp worker. Adaptability and a willingness to work in any structure allow you to take charge of your own career. The new gig economy presents the option to find quick temporary work that suits your schedule.

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# Work Structures (continued)

Today, many job opportunities are posted online so learning how to navigate the Internet will be helpful in your job search. Websites, like Glassdoor, post job openings, company reviews, salaries, and more. These sites have free tools to explore ways to increase your pay, find out if you are being paid fairly, and discover your worth in your job market. You can even upload your resume and apply to jobs all right online.

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# Education and Employment

You may have heard that education can help you get a good job and better pay, but is it true? Yes, there is truth to the adage “education pays.”The difference in earnings over a lifetime is staggering.

Take the example of a high school graduate who begins working full-time at 19 and retires 51 years later at age 70.

Compare that person with a college graduate who begins working at age 25 and retires at age 70. The college graduate would earn about $769,000—almost three-quarters of a million dollars—more in a lifetime.

Education can come in many forms: continuing education, onsite or job training, community colleges, universities, certification courses, night classes . . . The point is—if you stay current with the skills needed most in the labor market, you’ll increase your value as a worker.

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# An Employer’s Point of View

To ensure a good employment relationship you must understand an employer’s point of view. An employer expects all employees to:

* Provide a product and or service of high quality.
* Satisfy the customer’s needs and wants.
* Make a profit for the company.

What this means for you as an employee is that you are expected to:

Work hard and help when asked.

Please customers.

And, accept a fair wage.

At the end of the day, this wage must allow the organization to make a profit.

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# An Employer’s Point of View (continued)

Employers must provide quality goods or services to their customers.

The money earned through product sales or services is income.

All bills the orga­nization pays are expenses.

Profit is the amount of money an organization has left after paying all its expenses.

Profit is the compensation business owners receive for risking their money in a commercial venture. There’s no reason for the owners or stockholders to continue the business if there is no profit returning to them. A business must have skilled employees to receive a return on their profit.

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# Skills to Succeed on the Job

Many studies provide insight into the skills that employers expect their workers to have to succeed on the job.

Employers need employees with technical skills (hard skills) such as computer coding, bridge designing, and CPR administration.

But employers also want technical skilled workers to have soft skills, like communicating professionally and working well in teams.

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# The Know-How Needed in the Workplace

The US Secretary of Labor created a commission to “define the know-how needed in the workplace.” The Secretary’s Commission on Achieving Necessary Skills (SCANS) was made up of people from business, education, and government who identified the skills needed to succeed in high-skilled, high-paid jobs.

They listed three foundational skills: Personal Qualities, Basic Skills, and Thinking Skills.

And they listed five workplace competencies: skills in technology, resources, interpersonal, information, and systems.

Often job seekers overlook and downplay their more basic skills. Yet, employers in this study considered many “basic skills” to be more important than technical skills needed for a job.

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# What Basic Skills do Employees Need?

The American Society for Training and Development asked employers throughout the United States what basic skills their employees need. The study found that most employers want their employees to possess the basic skills, including:

Knowing how to learn.

Reading, writing and computation.

And, listening and oral communication.

Communication is expressing ideas using both spoken and written words. Workers who know how to listen and follow through are valued employees. Problem-solvers and team players are essential in today’s businesses. Workers who know how to network within the organization’s structure and the ability to present new ideas will gain influence.

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# Essential Skills

Employers often cite dependability and responsibility as the most essential skills employees need. The dictionary definitions of these two words are similar. But when they are used in the world of work, they have slightly different meanings.

Dependability means being on time and at work every day and notifying your supervisor when you are unable to be there.

Responsibility means following through with a job. When the boss asks you to do a job, you prove your responsibility by completing the assigned task and then looking for other things to do. Both of these skills fall into the general area of personal management skills.

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# Essential Skills (continued)

Understand that the employer is in business to make a profit, and not just to provide you with a job and a pay check. At the end of the day, you are responsible for how satisfied you feel about a job.

You can’t expect every job to satisfy all of your needs, but you can identify your most important expectations and values and then work toward a job that satisfies you. If you can identify the reasons you want to work and then find a job that fulfills those needs, you will be happier and do a better job.

Just remember, many people work at jobs they don’t want until they can complete the education or experience necessary to start the career they do want. Sometimes you have to make sacrifices while you work toward the job you want.

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# US Labor Force

Statistics show that the US labor force is more diverse than ever before. The labor force, workplaces, and the structure of jobs are changing. Employers want employees with both hard and soft skills as they work together to make the organization profitable.

As you complete the exercises in Chapter 1 “Your Employment Relationship,” ask yourself these questions.

How will these changes affect me in the workplace?

How will I deal with these changes?

What hard and soft skills do I have?

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# Conclusion

Have you thought about why you like your job? Work is an important part of your life, so taking time to explore what is important to you is a worthwhile exercise. You may just find that the opportunities are truly endless.