# Job Savvy

# How to Be a Success at Work

Sixth Edition

# Chapter 2: Avoiding the New-Job Blues

## 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 2 Avoiding the New-Job Blues

The first day at a new job can be confusing and difficult. Where do I go? What are the policies for lunch, coffee, and bathroom breaks? Who are my coworkers? What work am I expected to do? But you can reduce the confusion by knowing what to expect on the first day and being prepared.

This presentation will help you prepare for a typical first day on the job, demonstrate personal accountability and effective work habits, and will explain basic decisions that employees need to make when they start a job.

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# The First Day on the Job

Your first day on the job will differ from one organization to another, but some things are the same.

1. You will report to work. In large organizations, you probably will report to the human resources office. Smaller companies might have you report to the office manager or directly to your supervisor.

2. You will attend orientation. Organizations usually provide orientation training for new employees to introduce the organization, take care of necessary paperwork, and review policies and benefits.

3. You will receive an introduction and workplace tour. A supervisor will probably introduce you to the job that you have been hired to do. In most cases, the supervisor will show you around the work area and other parts of the facility. During this tour, you will be introduced to people who are important to know in order to do your job effectively.

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# Reporting to Work

It is important to make a good impression on your first day on the job. Contacting your new supervisor a day or two before you are scheduled to start helps make the transition easier. Ask your supervisor questions like:

What is appropriate clothing to wear for this job?

When I arrive, where should I go and who will meet me?

Should I bring identification or any other documents?

Are there tools, equipment, or other items I’m expected to bring?

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# Reporting to Work (continued)

Showing up for work dressed the wrong way could be embarrassing! Before your first day on the job, ask your supervisor what type of clothing is suitable or required for the job. Also take note of how other workers dress on the jobsite. Are there any special dress requirements that might be necessary for your job, like a uniform? If so, find out whether it is issued on your first day or if you are to arrive in uniform on the first day.

Certain jobs require special safety clothing. Hardhats and steel-toed safety shoes are required on some jobs to avoid injury. Know about your organization’s safety requirements and obey them.

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# Reporting to Work (continued)

Talking with your supervisor or the HR department before your first day on the job should tell you exactly when you should arrive, where you should go, and who you should contact. At some companies, you report on the first workday at a different time and location than you do on other workdays.

Your employer might ask you to bring specific documents on your first day of work. Ask which documents you will need, but expect to bring the standard paperwork expected for a job, which is discussed later in this video.

Some employers expect workers to furnish tools, equipment, or other items. This isn’t common, but you should determine whether this expectation exists.

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# Onboarding

Onboarding is a series of activities that organizations provide to help new employees feel comfortable in their new job. It begins with an orientation to the organization on the first day of work.

The onboarding process differs from one company to the next. There may be classroom training, on-the-job training, lunches with fellow employees, social activities, meetings with key people/leaders, and other activities to help you feel like a member of the organization. Typically, the activities will be led by HR or your supervisor.

Taking part in these activities will make your new job more engaging and easier to perform. A lot of important information will be shared at this time, including: personnel information, payroll requirements, company benefits and policies, employer expectations, and a workplace introduction. Be sure to carefully read any written company policy you are provided as you begin your new job.

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# Onboarding (continued)

Employers need documents and sometimes tests to verify information about new employees. Employers must have proof of citizenship or an immigrant work authorization permit for each employee. You will be asked to fill out Form I-9 Section 1 and provide documentation of your work eligibility, usually a copy of your birth certificate and your driver’s license. If you are not a US citizen, the acceptable documents are listed in Form I-9.

To withhold taxes, employers need your Social Security number or USCIS number, foreign passport number, Form I-94 admission number, or other identification that shows you are legally allowed to work in the US.

Some occupations require an identification card issued by the state government or some other special license. If this is the case in your occupation, your employer will need to see the card or license and make a copy for company records. You are expected to maintain any special work licenses or statuses yourself.

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# Onboarding (continued)

There are other things that your employer might require, like health forms and drug tests. Your employer might require you to have a physical exam. Most employers pay for the exam. The results go directly to the employer, or the employer may ask you to bring in the results when you report to work.

Employees who abuse drugs have a tremendously harmful effect on the workplace—they are more likely to have extended absences from work, show up late, be involved in workplace accidents, and file workers’ compensation claims.

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# Onboarding (continued)

All new employees typically complete two tax forms before they are added to the payroll: Form W-4 for federal withholding taxes and a withholding form for state taxes. You should expect 15% or more of your pay to be withheld for taxes and other deductions.

Your employer will automatically withhold federal income taxes from your paycheck. You need to complete a W-4 form so that your employer can calculate the correct tax to withhold.

Most states and some cities and counties have income taxes. You must complete withholding forms for these taxes. Your employer uses the information you provide to deduct the correct amount from your pay.

The Federal Insurance Contributions Act (**FICA**) is a U.S. law that creates a payroll tax requiring a deduction from the paychecks of employees as well as a contribution from employers to fund the Social Security and Medicare programs. The Social Security money funds retirement benefits and is credited to your personal account. Medicare provides healthcare insurance to workers who have retired or are disabled. Similar to Social Security withholding, a set percentage of your pay is deducted from each paycheck for this service.

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# Onboarding (continued)

Many companies offer employees the choice of being paid by check, direct deposit, or payroll card.

If you want to be paid by check, you will need to deposit the check into your bank account.

Direct deposit places the money you earn directly into your checking or savings account. You receive an electronic form showing the amount of money your employer deposited.

Payroll cards are similar to debit or prepaid credit cards and can be used in a similar way. However, payroll cards can charge fees. Be sure you understand the way your card works and the fees involved.

Ask when you will receive your first paycheck or a regular payday schedule. New employees are not always eligible for a paycheck on the first payday after they start work. Some organizations distribute paychecks only at specific times. If your employer has such a policy and you are not scheduled to work during that time, you need to make arrangements to pick up your paycheck.

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# Onboarding (continued)

Employers usually offer benefits like health insurance, paid time off, and low-cost child care. Not all employers offer benefits. Typically, benefits are available only to full-time employees. Still, benefits are a major reason people work.

Some employers offer “cafeteria” plans that allow you to choose which benefits you want. Generally, if the employer provides the benefit free of charge, you should sign up for it. If the employer requires you to pay part or all of the benefit costs, only sign up for those benefits you really need and that you can not buy on your own for less money.

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# Onboarding (continued)

Federal and state laws require employers to offer some benefits to their workers. The Federal Insurance Contributions Act (FICA) requires employers to help fund the Social Security and Medicare programs by matching your own contributions or agreeing to pay your unemployment claims.

In many states, employers are required to carry Worker’s Compensation Insurance, which pays for injuries that occur to workers on the job. In addition, workers receive partial payment for time off the job due to work-related injuries.

There’s a number of voluntary deductions you can choose to have withheld from your paycheck. These include child support, savings plan payments, charity donations, union dues, retirement fund contributions, and stock options.

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# Onboarding (continued)

Currently, everyone in the United States is required to have health insurance; those who don’t must pay a penalty to the federal government. Health insurance pays a percentage of hospital expenses. Most health insurance has a standard deductible— a deductible is the amount of medical expense you must pay before the insurance company will pay your medical bills.

Some employers offer health savings accounts. These accounts may be used to supplement high-deductible health insurance plans.

Other types of insurance benefits include dental, disability insurance, and life insurance.

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# Onboarding (continued)

Your employer might offer paid time-off for various circumstances. This benefit varies greatly from one employer to another, so it’s important to understand your employer’s policies.

A paid time-off bank allows employees to choose how time off days will be used. Employees are given a certain number of paid days off, without asking the employees how they will use those days.

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# Onboarding: Paid Time Off (continued)

On paid holidays, you are not required to work but still are paid.

Sick days are a limited number of paid days that you can use for illness. If you exceed the limit, you won’t be paid for days you can’t work due to illness.

Vacation leave is time off paid by your employer. As a general rule, the amount of vacation time increases with the number of years you work for an organization.

The definition of a personal day differs from one employer to another. For example, you might be able to use it only for medical appointments or family illnesses, or you might be able to use it like an additional vacation day.

Other types of leaves may include jury duty, bereavement leave, military leave as well as maternity, paternity, and adoption leaves.

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# Other Employer Services

Employers provide many different services for their employees. Employers sometimes reimburse college or technical school tuition for employees who are working toward a degree or taking work-related courses.

Through Employee Assistance Programs employees might receive counseling for personal or work-related problems, including treatment for drug or alcohol abuse.

Credit unions provide financial services for employees, usually at a lower cost than banks or savings-and-loan institutions.

Other employee services can include legal assistance, health services, an on-site cafeteria or foodservice, financial planning, reimbursement of housing and moving expenses, transportation, purchase discounts, and recreational services.

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# Introduction to the Job

After orientation and paperwork, your supervisor is likely to take you on a tour of the job site or work area. Don’t panic! You won’t be expected to learn everything at once.

However, it will help if you listen and watch closely, ask questions, take notes, and know what the supervisor will expect from you.

You will need to know how and where to get the supplies and equipment you need to do your job, such as a shed to access tools or a person in the office who orders office supplies.

You’ll need to learn your employer’s expectations and procedures for using their communication and computer systems. A new email and login to the computer system is usually provided on the first day in large organizations. Remember that your work email is not private and may be read by your supervisor or communication administrator.  Using your work email for personal messages may cause trouble in the workplace.

Organizations are concerned about maintaining a secure workplace. It is important to follow policies and procedures to ensure the security of everyone, so make sure to pay attention to any instruction about keycards, visitors, restricted areas, or security monitoring.

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# Introduction to the Job (continued)

You might be able to take your breaks whenever you want, as long as you’re responsible about it. Or, you might have to take your breaks only at specified times. Employers often provide two 15-minute breaks (in addition to a meal break) in an eight-hour shift.

You will probably be allowed a meal break around the middle of your workday, if you work an eight-hour shift. Organizations may have one or multiple locations for you to enjoy your lunch/meal breaks, including cafeterias, outdoor patios, break rooms, or your desk.

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# Off to a Good Start

After your supervisor shows you around, you’ll be on your own, and you’ll start your new job in the same way everyone else does. You won’t know much about the job. You may not know your coworkers. You might wonder whether you can do the job and whether you’ll like it.

As you adjust during the first few weeks on the job, expect good things to happen. If you need help find a friend who seems to know the job well and ask questions. Follow your supervisor’s instructions. Remember to practice active listening. Keep your sense of humor. Do your best possible job and you’ll be off to a good start!

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# Conclusion

Preparation is the key to creating a positive first impression on a new job. Of course, you can’t prepare for every situation, but the more issues you’re aware of and the more questions you ask before you start work, the better you’ll do on the job.

Approach your job in a businesslike manner. Be willing to learn. Expect to succeed. Remember that your supervisor and all your coworkers once experienced their first day on the job, too. To set yourself up for a successful first day on the job, know what to expect, understand the employee benefits, and prepare for a good start.