# Review Activities

# Chapter 13: Getting Ahead on the Job

For each chapter in Job Savvy, students have received **Workbook Activities** and margin activities with **Activities Supplements**. Students have direct access to these activities in the print and ebook workbook. As instructors, you may choose to assign the following **Review Activities** to help students review the content they have learned and practiced, and to evaluate student comprehension.

Getting a job is hard work. Keeping that job is work, too. But most workers want even more. They want to advance on their jobs. Often, however, they are confused about what they need to do to get ahead. My friend Shannon has worked at a daycare center for two years. As a teacher’s aide working with young children, Shannon sees no possibility for any type of promotion. The pay rate is low and no benefits are offered. Discouraged by this job situation, Shannon is ready for a change. Many of your students are like my friend Shannon.

Workers expect to be rewarded for their job performances. In the work world, typical rewards are pay increases and job promotions. Often new workers have unrealistic ideas of when and how these rewards should come. Chapter 13 presents information on pay raises and promotions. Its approach is general because company policies vary so much.

Learning to set realistic career goals early can help new workers progress. If they spend some time thinking about these goals, they can approach their careers in a much more organized way.

Few people remain in the same job for an entire career. Knowing how and why to leave a job is important not only to young people but to experienced workers as well. The final section of chapter 13 discusses reasons for leaving a job and how to tell the company you are quitting.

## Review Activity: Role-Play

Divide the class into four groups, and then assign one of the case studies from pages 201–202 to each group. Each group should role play the employee and the supervisor in the case study. They will first write out the scene. In each case, the person should ask for a pay raise and give the reasons for the raise. During class time members of each group will present the group’s role-play scene to the entire class.

## Review Activity: Career Exploration Inventory

The *Career Exploration Inventory* (*CEI*)is a tool designed for exploration of work, leisure activities, and education or learning. It is available from JIST Publishing (<https://www.jist.com>). You can use this simple, self-scoring device to help your students identify career areas of interest.

### Additional Activity: Career Development

Divide the class into groups of three. Each group should choose an entry-level job and write an explanation answering this question:

* What is the best way to advance in this job?

The questions under “Develop a Career Path” on page 208 will be helpful. Other sources of information are the federal government website O\*NET OnLine at <https://www.onetonline.org> and the Occupational Outlook Handbook at <https://www.bls.gov/ooh/>.