

Employer Expectations

In the following activities you'll learn about a variety of areas and the expectations employers have in those areas.

Activity 1: *Your Experience*

If you've already completed the lesson *What Employers Are Looking For*, review what you learned. In today's lesson you're now going to take a closer look at employer expectations, not just for a job but for work experience or a work placement.

Did you ever have a job or go on work placement / experience before? If yes, share your experience by answering the following questions:

1. What were the employer's expectations of you?

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2. What type of impression did you make on the first day?

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3. What did you do to make that impression?

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4. What would you do differently the next time?

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5. What would you do the same?

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Activity 2: Workplace Behaviour Case Studies

Specific expectations can vary greatly from employer to employer, but there are some general expectations that are shared by almost all employers. These common expectations include:

- A Positive Attitude
- Enthusiasm
- Dependability
- Initiative
- Teachability
- Cooperation
- Honesty
- Adaptability
- A Strong Work Ethic
- Responsibility
- Self-Motivation
- Confidence
- Professionalism
- Loyalty



This is by no means an exhaustive list, but represents a broad series of expectations that will stand you in good stead in any position.

Much of what an employer looks for in an employee is fairly self evident. Applying common sense in most situations will usually see you through. If this is not easy for you, try to put yourself in your employer's position and imagine the behaviours he would want from you and act accordingly.

Here's your chance to try these principles in action. Read through the following case studies and see if you can decide on the best course of action to take in each situation (the first one has been done for you so you can see what is expected).

Case Studies

Tony has woken to find that he is feeling ill. It will be the first day of his work placement today. Write down what you think Tony should do.

Tony should contact his supervisor immediately, apologise and explain that he would not like to spread his sickness to the company employees. He could offer to do another day that is convenient for them and ask if they require a doctor's certificate or anything else from him.

Sally, while on her way to work, finds that the bus is running late and she will be late getting to work. Write down what Sally should do. (answer on next page)

Phil is the latest recruit in the office. Danielle, who started 3 months before Phil, asks him to go to the canteen and get the tea and coffee for the other 6 people in the section, all of whom are women. Phil thinks that this is women's work. What should he do?

Zoe was on work placement. On Day 3, she was notified by her school that she had been elected vice-captain and that she was required to attend assembly the very next day to accept this position. What should Zoe do?

Louise has a personal computer at home, which she uses a lot. In her new job she has to use a computer. When one of her workmates explained to Louise how it worked, she wasn't really listening, because she thought she knew it all. Now the screen is doing all sorts of funny things. What should Louise do? What should she have done in the first place?

It is the rule at Nick's work that the last 5 minutes are spent clearing up the work area. Nick's area especially is in a mess because it was his first day at work and he made a lot of mistakes. At 5 minutes before knock off time, Nick is standing by the door ready to rush off because he doesn't want to be late for football practice. His workmates are very angry. What should he do?