

**How to Keep A Job Booklet – Video 8**

The information in this section will help you learn or improve many of the skills you need to keep a job.

**Video Link:** [What to Expect at Your First Job](#)

Leah identified some of the positives and some of the challenges when you have a job. Write two positives and two challenges below.

Anthony interviewed Leah's manager. What skills did the manager say high school students should expect to have or be working on when starting a new job? List 5 things.

Anthony and Leah strongly suggested you need to have a plan when you have school and work. A first step in making your plan is to list all of your school, work and life commitments (extra-curricular, volunteering, family commitments, friends, etc.) in your weekly calendar. This can be done in your calendar in your cell phone, you agenda book, or wherever you list your appointments.

Where do you keep track of your school, work, life commitments?

In a few sentences, describe your process for keeping your schedule organized.

Talk to 2 people in your network, share your process and ask them what they do to stay organized. Record two comments/suggestions you were given.

**Video link: How to Balance School and Work**

Anthony provides an overview of his method in his video called: [How to Balance School and Work](#). Consider the suggestions made in this video as you continue to create your own process to remain organized.

## What are SOFT SKILLS and HARD SKILLS?

Click on the video links below to learn about soft skills and hard skills

### Introductory Level

[What are Soft Skills?](#)

[Tips to Keep a Job](#)

### Intermediate Level

[Soft Skills for Career Success](#)

After watching the videos from the above links, answer the questions below that are appropriate to your situation:

#### I work or have worked before

Where do /did you work?

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What position / title do you have?

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List 3 soft skills you developed while at work

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List 3 hard skills you developed at work

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#### I have not worked before

Use an online job bank or the classified ads in the paper to identify a job that interests you. Consider that job when answering the following questions:

List the position / job title

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Identify 3 soft skills you think apply to this position

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Identify 3 hard skills you think apply to this position

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**Activity:** Classify the skills below as either Soft Skills or Hard Skills

<b>Hard and Soft Skills</b>	<b>Hard Skills</b>	<b>Soft Skills</b>
Communication skills		
Able to use accounting software		
Positive attitude		
Teamwork skills		
Compassionate		
Certification in a field of study		
Bussing skills		
Cash handling		
Computer technology		
Dependable		
Able to use a cash register		
Driver's license		
Flexible/adaptable		
Basic computer skills		
Honest		
Interpersonal skills		
Listening skills		
Literacy (reading) skills		
Time Management		

**Soft Skills / People Skills & Goal Setting: Assessing your Current Level of Performance (C.L.O.P.)**

Rate yourself using this self-assessment to:

- Identify areas where your skills are well developed
- Identify areas where you could improve

**Please rate your abilities on a scale of 1- 3 :  
(1=Always, 2=Sometimes, 3=Never, N/A=Does not apply)**

**Source:** A.L.I.S. Keep Your Job  
Alberta Learning Information System (A.L.I.S.)  
[alis.alberta.ca/ERadvisors](http://alis.alberta.ca/ERadvisors)

<b><u>Time Management Skills</u></b>					Observations/Comments
I come to work on time.	1	2	3	N/A	
I tell my employer if I will be late. But I am not late too often!	1	2	3	N/A	
I tell my employer as soon as I know if am sick and cannot come to work.	1	2	3	N/A	
I come back from breaks on time.	1	2	3	N/A	
I plan how I use my time.	1	2	3	N/A	
I do what I need to do to finish my tasks	1	2	3	N/A	
I look at how I use my time. If I see a way to do things better, I change how I work.	1	2	3	N/A	

<b><u>Body Language Skills</u></b>					Observations/Comments
I look into the eyes of the person who speaks to me	1	2	3	N/A	
I try to look friendly and interested when others speak to me	1	2	3	N/A	
I use a polite voice when I speak to others	1	2	3	N/A	
I keep my arms at my sides and not crossed in front of me	1	2	3	N/A	
I shake hands firmly	1	2	3	N/A	
I nod my head when I understand what the person is saying	1	2	3	N/A	

<b>Speaking Skills</b>					Observations/Comments
I use polite, helpful words such as “please,” “thank you” and “excuse me.”	1	2	3	N/A	
I avoid rude stories or jokes that may upset someone.	1	2	3	N/A	
I ask questions when I’m not sure what I need to do.	1	2	3	N/A	
I think before I speak.	1	2	3	N/A	
I speak slowly and loudly enough so others can hear me.	1	2	3	N/A	

<b>Teamwork Skills</b>					Observations/Comments
I get along and help my co-workers.	1	2	3	N/A	
I ask for help when I need it.	1	2	3	N/A	
I listen carefully to my co-workers.					
I make small talk with my co-workers (For example, I talk about the weekend or holiday plans)	1	2	3	N/A	
I avoid gossiping about my co-workers					
I am glad to see how different my classmates/co-workers are. For example, we have different religion, culture or background	1	2	3	N/A	
I am respectful when others say they have a problem with my work or my actions,	1	2	3	N/A	
I look at problems or tasks from the other person’s point of view or through another person’s eyes.	1	2	3	N/A	
I can disagree with someone, but I do it in a respectful way	1	2	3	N/A	

<b>Attitude</b>					Observations/Comments
Flexible Attitude					
I try new ways to do things.	1	2	3	N/A	
I try to learn new things so that I can do my job better.	1	2	3	N/A	
I make plans in case something doesn’t work out	1	2	3	N/A	
I listen openly to workplace feedback.	1	2	3	N/A	
I know that change can cause stress	1	2	3	N/A	

Honest Attitude					Observations/Comments
I try my best.	1	2	3	N/A	
I care about my work.	1	2	3	N/A	
I keep my personal information about customers and co-workers private	1	2	3	N/A	
I am truthful with my employer, co-workers and customers.	1	2	3	N/A	
I tell my employer when I see something that may be dishonest.	1	2	3	N/A	
I do not cheat or steal from my employer.	1	2	3	N/A	

Professional Attitude					Observations/Comments
I try to do my work as well as possible.	1	2	3	N/A	
I am proud of my work.	1	2	3	N/A	
I am positive about my work.	1	2	3	N/A	
I dress appropriately for my job. I follow the company dress code.	1	2	3	N/A	
I am clean and tidy when I come to I work.	1	2	3	N/A	
I know about my company. For example, I know what year it opened.	1	2	3	N/A	
I try not to complain about work	1	2	3	N/A	

Responsible Attitude					Observations/Comments
I come to work ready for work.	1	2	3	N/A	
I make sure I do my work the right way.	1	2	3	N/A	
I don't blame others when I make a mistake.	1	2	3	N/A	
I fix my mistakes as quickly as possible.	1	2	3	N/A	
I work hard at my job.	1	2	3	N/A	
I use work equipment such as phones, computers and printers only for work.	1	2	3	N/A	

<b>Safety</b>					Observations/Comments
I exhibit safety awareness in environment/community	1	2	3	N/A	
I use proper caution around tools/equipment	1	2	3	N/A	
I demonstrate awareness of emergency safety procedures	1	2	3	N/A	
I am free from drugs and alcohol when I come to work.	1	2	3	N/A	
I know and follow all the safety rules for my job	1	2	3	N/A	

### Soft Skills/People Skills & Goal Setting

1. What did you learn about your soft skills from completing the self-assessment? It is important to acknowledge the areas that are your strength. List several areas you scored a 1. Record these skills in the box below.

2. Also important is to look closely at the areas where you scored yourself a 2 or 3. These are typically the areas where there is room for improvement. Look through your C.L.O.P. scores and identify 2 or 3 areas where you know there is room for improvement. Record these skills in the box below.

3. **Goal Setting:**

- a. Look at the smart goal example on the next page (page 9)
- b. Use the example on page 9 to set a SMART goal based on the skills you identified above. **Choose 1 skill you'd like to improve on** and set a SMART goal on page 10 in this booklet.



My SMART Goal: (Sample): “Arrive at work on time”

S  M  A  R  T	Specific	<ul style="list-style-type: none"> <li>• What do I want to accomplish?</li> <li>• Why do I want to achieve this?</li> <li>• What is needed to do this?</li> <li>• What is in the way of doing this?</li> </ul>	<p><i>Sample: I want to show up for work on time because my boss has given me a warning that I have been showing up too late, too often. I don't want to get fired. I need to leave home earlier so I am able to catch an earlier bus. I am waking up too late to catch the bus that will get me to work on time.</i></p>
	Measurable	<ul style="list-style-type: none"> <li>• How will I measure my progress?</li> <li>• How will I know when the goal is accomplished?</li> </ul>	<p><i>Sample: Show up 10 minutes early for all of my scheduled shifts next week.</i></p>
	Achievable	<ul style="list-style-type: none"> <li>• What is the best way to do this?</li> <li>• What steps will I take to make this work?</li> </ul>	<p><i>Sample: I will look on the Winnipeg Transit bus schedule on Sunday night to find a bus that will leave my house earlier. I can make sure I will arrive at work at least 10 minutes before my start time. I will also wake up _____ minutes earlier on those days so I can catch the bus.</i></p>
	Realistic	<ul style="list-style-type: none"> <li>• How confident am I what I will do this?</li> <li>• What will make it most likely that I will do it?</li> </ul>	<p><i>Sample: 8/10 – I am more likely to do this if I make a plan ahead of time and ask my family for some help in achieving my goal.</i></p>
	Timed	<ul style="list-style-type: none"> <li>• When am I going to start this?</li> <li>• How will I know I've reached my goal?</li> <li>• What is a good time to reassess?</li> </ul>	<p><i>Sample: I'll start next Monday and try it for 1 week. I will reassess Sunday night.</i></p>

Now it's time for you to write your own SMART goal to help you improve your soft skills. This will make you a more valued employee and will assist you in keeping your job. Start with one goal. There are two more charts provided for you to write additional goals after you have been successful at reaching and maintaining this goal.

My SMART Goal:

S M A R T	Specific	<ul style="list-style-type: none"> <li>• What do I want to accomplish?</li> <li>• Why do I want to achieve this?</li> <li>• What is needed to do this?</li> <li>• What is in the way of doing this?</li> </ul>	
	Measurable	<ul style="list-style-type: none"> <li>• How will I measure my progress?</li> <li>• How will I know when the goal is accomplished?</li> </ul>	
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Now that you've created a SMART goal, we'd like to introduce you to a resource from the [ALIS](#) website. This resource provides information about a variety of topics that can help you to succeed with the SMART goal you have set.

**Instructions:**

1) Consider the SMART goal you set on the previous page. Which topic(s) below relate to your smart goal? Choose the related section(s) that apply to your personal goal

- Body Language** (pages 7-13)
- Speaking Skills** (pages 14-19)
- Teamwork Skills** (pages 20-24)
- Time Management Skills** (pages 25-31)
- Flexible Attitude** (pages 32-37)
- Honest Attitude** (pages 38-41)
- Professional Attitude** (pages 42-45)
- Responsible Attitude** (pages 46-50)
- Safety at Work** (pages 51-53)

2) Note the pages numbers (above) that relate to that skill/topic

3) Use this link to open the [A.L.I.S. How to Keep Your Job resource](#)

4) Read through the corresponding page numbers that connect with your goal. Be sure to complete any activities that appear in those pages.

## **Final Recommendations on Balancing School and a Job**

Source: <https://www.ecampustours.com/for-students/career-exploration/building-your-resume/how-to-balance-high-school-and-a-part-time-job.aspx#.XsWKJWhKhp0>

Having a part-time job in high school is a balancing act for students. On top of your work commitments, you need to balance your school work, extracurricular activities, social life, etc. Here are a few tips to help you learn how to manage high school responsibilities and a part-time job.

**Have a support system.** As a high school student who wants or has a part-time job, you need a strong support system. Discuss your schedule with your family because balancing school and work will be easier with their support. Ask their advice on whether they think your schedule can handle a part-time job. Find out if family members will be available if you need transportation to and from work. If you begin to feel stressed with too many responsibilities, discuss with your parents which activities (either work or extracurricular) you would like to drop from your schedule.

**Pick a job that will mesh with your calendar.** Find a job that will accommodate your busy high school schedule. If your after-school activities are on a fixed schedule, look for a part-time job that offers a fixed schedule as well. For instance, if you have track practice after school on Tuesdays and Thursdays, a job where you could work Monday and Wednesday evenings would be ideal. If your after-school activities are more unpredictable, discuss with the hiring manager how flexible he can be with your work schedule. To avoid being overloaded with too many responsibilities, you should also let the hiring manager know that you can work no more than 10 to 15 hours per week.

**Find a job that you enjoy.** If you find a part-time job that you enjoy, you will have a much easier time balancing that job and your school responsibilities because it won't feel like a chore that you have to complete. You should find a job that you will look forward to working after a long day at school. If you love gaming, consider getting a part-time job at your local GameStop or

other video game store. If you are a music buff, see what kind of part-time job opportunities are available at your local radio stations.

**Schedule your daily tasks.** One of the most important facets of balancing high school responsibilities and a part-time job is scheduling your daily tasks. Invest in a daily planner or use an app on your phone to schedule your daily responsibilities, such as study hours, work hours, club meetings, sport practice and game times, project due dates, test dates, social time, etc. Avoid conflicts by planning your schedule as far ahead as possible. You should reference your planner or app every day and make updates as needed. Remember to schedule free time during the week and on weekends in order to avoid burnout.

**Prioritize your responsibilities.** As you create your daily to-do lists, you should prioritize your responsibilities. It's okay if the lower priority tasks are not always completed on an everyday basis. However, keep in mind that your school work and studies should always come first. If your grades begin to suffer, you will either need to cut back on your work hours or consider the option of only working during the summer months.

**Use your time wisely.** As you balance school responsibilities and your job, you will learn time management. Take advantage of any free time throughout your day to complete reading assignments or homework. For instance, if you take the bus home or your parents drive you to your job, use that commute to complete reading assignments. If you have down time at your job and your supervisor doesn't mind, use that down time to study for any upcoming tests.

**Stay organized.** The key to remaining stress-free while you maintain a busy schedule is to stay organized. Keep your desk at home, locker, and backpack organized and neat so you don't waste time searching for important assignments. Label and organize folders and notebooks for each

class. Utilize a filing system to keep important documents and recycle old term papers, assignments, and exams that are no longer needed.

**Live a healthy lifestyle.** Living a healthy lifestyle can help you manage the stress of school and work. Adopt these healthy habits to stay energized for your busy schedule:

- Exercise regularly
- Eat more fruits and vegetables
- Eat less sugar and processed foods
- Drink more water and fewer sodas
- Get between 7-8 hours of sleep each night
- Avoid alcohol and drugs

**Learn to say no.** You should avoid taking on too many responsibilities. It's ok to turn down invitations and opportunities in which you don't have time. If your boss is scheduling you for too many hours at work, meet with him and let him know that school and your studies are your first priority and that you would like to work fewer hours through the week. If your friends keep asking you to hang out when you have a test the following day, let them know that you need to study.

Balancing high school responsibilities and a part-time job takes some effort, but you should find that your schedule becomes easier the more you get accustomed to it. If your grades begin to suffer or you become too overburdened with responsibilities, it's time to reevaluate your schedule.

## Answer Key for Soft &amp; Hard Skills Activity

<b>Hard and Soft Skills</b>	<b>Hard Skills</b>	<b>Soft Skills</b>
Communication skills		Soft
Able to use accounting software	Hard	
Positive attitude		Soft
Teamwork skills		Soft
Compassionate		Soft
Certification in a field of study	Hard	
Bussing skills	Hard	
Cash handling	Hard	
Computer technology	Hard	
Dependable		Soft
Able to use a cash register	Hard	
Driver's license	Hard	
Flexible/adaptable		Soft
Basic computer skills	Hard	
Honest		Soft
Interpersonal skills		Soft
Listening skills		Soft
Literacy (reading) skills	Hard	
Time Management		Soft

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