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**UNIT: FREE ENTERPRISE**

**TOPIC: Job Skills**  
**TIMELINE: 1-2 days**

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**OBJECTIVES:**

1. Discuss the character traits that employers are looking for.

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**MOTIVATOR/INTRODUCTION:**

Watch the video "Working" and discuss it with the class.

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**INFORMATION:**

1. Why Teens Lose Jobs

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**INDIVIDUALIZED ACTIVITIES:**

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**GROUP ACTIVITIES:**

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**CHALLENGE PROJECTS:**

1. **FRIENDLY EMPLOYER:** Talk to an employer you are friends with. Ask her/him what he/she looks for in a young employee. What traits are most important? Why would they fire someone? How old must you be before you can advance in the company? Ask any other questions you may have, then write a one-page report on your findings.

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**SUMMARY:**

Employers are always looking for good employees. There are certain characteristics that employers look for in young employees. Developing these traits will be very helpful when you are trying to obtain a job.

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**RESOURCES:**

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## WHY TEENS LOSE JOBS

The sad truth is that teens lucky enough to get jobs do not seem to hold them very long! The turnover rate for jobs usually filled by teenage workers--such as in fast-food restaurants--is incredibly high. In one year, for instance, the same part-time job will have been held by four people. Many teens quit their jobs--because school work or after school activities are too demanding, or because they have saved enough money for the car or stereo--but three times that number are fired.

Why do teenagers get fired?

**A GOOD ATTITUDE HELPS YOU KEEP A JOB!** If you are working because your parents make you, an employer can usually tell. If you are just working to earn money and show no interest in your work, your attitude will show. Even in fast-food restaurants, you must have a good attitude or it will be seen by the customers.

There is no room for moodiness when you are working. You may have had a bad day, but do not let your boss or the customers know it!

**WHEN YOU HAVE PROBLEMS THAT ARE JOB RELATED, TALK ABOUT IT WITH YOUR EMPLOYER.** Most employers are willing to help teenagers who have problems at home or school. However, they cannot help if they do not know there is a problem.

**COMMUNICATION IS VITAL.** Most employers want to help teenagers do their jobs well. If teens are willing to do their part, the employer will be glad to do his/her part. Never call in sick because you have a party or homework. Talk to your employer and work out a solution. This usually requires that you think and plan ahead. Holding a job means you must be responsible and dependable.

**HONESTY IS THE ONLY POLICY!** No employers will tolerate dishonesty. You cannot give free food to your friends, or discounts to family members if that is against company policy. When you borrow something from your place of employment that you do not return, that is stealing.

**KEEP YOUR JOB!** Approximately 370,000 teenagers lost their jobs last year. And at least that many or more will lose them this year. Here are some ideas that will help you keep a job:

## FREE ENTERPRISE~~~~~INFORMATION

1. **BE RESPONSIBLE.** When you are scheduled to work, be there and be on time. If you must be late, call as soon as you can to give your employer time to cover for you.
2. **BE CONSCIENTIOUS.** Do your job the best you can. Always follow the rules.
3. **BE POSITIVE.** Try to feel good about yourself and your job. Other people will notice. If you do not like your job, try to make the best of it and time will go faster.
4. **COMMUNICATE.** Talk to your boss. Tell him/her about your problems and ideas. The boss is on your side.
5. **BE HONEST.** Do not bend the rules. Treat the money and product as if you owned the business.
6. **BE FAIR.** Be fair to yourself, your job, and your employer. Do your best work in return for your pay. Do not agree to do more than you can.

It may be helpful to remember the four A's of work: Attitude, appearance, attendance, and ability. Each is important for you to be a quality worker.