CHAPTER 8

Beginning a New Job

Section 8.1
Preparing for Your First Day on the Job

Section 8.2
What You Can Expect from Your Employer

Exploring the Photo

STARTING OUT Your first day on a new job will probably be exciting, but it may be overwhelming too. How can you prepare for your first day of work?
Chapter Objectives

After completing this chapter, you will be able to:

- **Describe** how to manage the anxieties and challenges of a first day of work.
- **Explain** how to dress for work.
- **Explain** the purpose of orientation and distinguish among the different types of orientation program.
- **Identify** typical forms of payment.
- **Describe** common employee benefits.
- **Explain** the role of employee performance reviews.

Writing Activity

Your first day on a new job can make you feel both excited and anxious. In your notebook, write a list of five or six questions and concerns you might have on your first day. Then list things you could do to answer your questions and address your concerns.

**Get Motivated** Talk to a family member, acquaintance, or friend who has a job. Ask this person to tell you about his or her first day on the job. Ask what questions or concerns the person had and what he or she did to prepare for the job. Create a one- or two-page summary or transcript of your interview.
Section 8.1

Preparing for Your First Day on the Job

Reading Guide

Before You Read
Choose a Key Term or Academic Vocabulary word that is new to you. Write it on a piece of paper. When you find it in the text, write down the definition.

Read to Learn
• How to manage the anxieties and challenges of a first day of work
• How to dress for work
• The purpose of orientation and the different types of orientation programs

Main Idea
Knowing what to expect your first day at a job can help to make it a good experience.

Key Concepts
• What to Expect Your First Day
• Dressing for the Job
• Orientation

Key Terms
♦ company culture
♦ orientation
♦ mentor

Academic Vocabulary
You will find these words in your reading and on your tests. Use the academic vocabulary glossary to look up their definitions if necessary.

Academic Standards
English Language Arts
• Conduct research and gather, evaluate, and synthesize data to communicate discoveries. (NCTE 7)

Mathematics
• Use visualizations, spatial reasoning, and geometric modeling to solve problems

Graphic Organizer
As you read, use a concept web like the one shown to help organize your information. In each circle, write one thing you can expect your first day at a new job.

Log On: Go to this book's Online Learning Center through glencoe.com for an online version of this graphic organizer.
What to Expect Your First Day

Getting a new job is like moving to a different country. You may have an idea of what it will be like, but you will not know for certain until you get there. What can you do to prepare for your first day at a new job?

Dealing with Stress and Anxiety

Your first day on the job can be exciting. You will meet new people and learn new things. It may also be stressful. What will your employer expect of you? Will you be able to meet the challenges of the new job? Learning to handle stress and anxiety will help your first day go more smoothly.

Figure out how long it will take you to get ready and get to work. Then allow extra time. Being late will add to the stress and anxiety you may already feel.

At work, you will be introduced to your new coworkers and supervisors. Do not worry if you cannot remember everyone’s name at first. Just ask again. A simple trick that may help you remember a person’s name is to say it as you are introduced. Then use that person’s name again while talking to him or her.

To remember job tasks, you can use the same strategy. Repeat or write down directions, then practice the task. You will learn more about managing stress in Chapter 11.
The Company Culture

As soon as you become a company employee, you will be immersed in the company culture. Company culture is the behavior, attitudes, values, and habits of the employees and owners that are unique to each company. It is also known as corporate culture.

You can learn the company culture by listening to and observing your coworkers and supervisors. How do they behave and interact? Does what you see match your values and interests? Learning the company culture takes a while. Until you understand it, take your time trying to fit in. Use your skills of listening, knowing how to learn, and sociability. Soon you will know if the company is a good match for you and if you will fit in.

EXPLAIN What is company culture and how can you learn about it at a new job?

Dressing for the Job

What is appropriate dress for your first day on the job? Should you wear jeans or a business suit? Unless your job requires a uniform, it may be hard to know what to wear on the job. Here are some suggestions that will help you decide.

Creative Business Practices

WALT DISNEY COMPANY

Strong Corporate Culture

For more than 50 years, the Walt Disney Company has built a corporate culture that is reflected in every corner of the Magic Kingdom. The company has a strict code of behavior and dress that helps to reinforce the company’s image as a provider of wholesome entertainment for the whole family.

At Disney World, for example, employees, or “cast members,” are considered to be the official representatives of the company. They are instructed on how to act and to be friendly to guests. The company believes that its trademark of friendliness is key to attracting repeat customers.

Disney’s dress code encompasses an employee’s whole appearance. It emphasizes neatness and simplicity: natural-looking hair color and nails, groomed facial hair, minimal jewelry, and no visible tattoos. Employees are regularly rewarded for maintaining the Disney culture through more than 30 employee recognition programs.

CRITICAL THINKING Why is it important for service-oriented companies to have a strong corporate culture?

Connect to the Real World For more information about Disney, visit the company’s Web site via the link on this book’s Online Learning Center through glencoe.com.
First, consider the industry. What you wear to work depends on the kind of work you will be doing. If you are starting a job in a manufacturing plant or on a construction site, for example, jeans and a clean shirt will most likely be appropriate. If you will be working in a restaurant or store, you may be asked to wear clothing provided by the employer.

Appropriate dress for office workers varies. Many retail businesses have uniforms or require workers to wear set colors and articles of clothing, such as black pants and a button-down white shirt. Some businesses require employees to wear suits. Others have moved to business casual dress, which allows more relaxed professional clothing, such as khakis, sweaters, and button-down shirts. Some offices allow jeans, while others do not. A good way to learn what to wear your first day is to observe what people are wearing when you go for your interview.

You can also ask. Try to remember to ask about the dress code during your interview. If you forget, you can call your supervisor or a human resources representative before you start your job. You can follow these guidelines for your first day on the job:

- If you are unsure how to dress, dress conservatively.
- Avoid bright or garish colors and trendy outfits.
- Keep jewelry simple and minimal.
- Wear clothes that are clean and not frayed or worn out.
- If you will be meeting the public, wear more traditional business clothing.

**Reading Check** EXPLAIN What are some guidelines for dressing for your first day on a new job?

**Orientation**

You have a lot to prepare for and to think about before you start a new job. Your employer also has a lot to prepare for you. To help new employees get started, companies often provide orientation. Orientation is a program that introduces you to the company's policies, procedures, values, and benefits. Orientation may be informal. You may simply meet with the office manager to talk about benefits, have lunch with your supervisor, and tour the workplace. Some companies have more formal orientation programs. In addition to meeting your supervisors and coworkers and touring the workplace, you may receive a company manual or attend an orientation presentation with other new employees. These orientations may last anywhere from a few hours to a couple of days and may include interactive or online activities.
Workplace Diversity and Disabilities

In the workplace, many people use the word diversity to refer to differences in gender, culture, and ethnicity. Diversity includes more than this, however. It includes all the ways people differ, including age, economic and family background, and abilities and disabilities.

About one in five Americans has a disability of some kind, from poor vision to difficulty reading fluently. Disabilities can be physical, emotional, or cognitive (mental). Today, assistive technology is helping more and more people with disabilities to participate fully in the workforce. Assistive technology refers to tools that help people with disabilities perform tasks. These tools can be as simple as a handrail to help people who use wheelchairs maneuver down a hallway, or as complex as software that responds to spoken commands.

CRITICAL THINKING

Who might benefit from using software that responds to voice commands?

In Your Community

Many everyday tools, such as eyeglasses and pencil grips, are examples of assistive technology. Write down examples of assistive technology that you see at your school or workplace. Share your examples with the class.

As a new employee, you will benefit from orientation by learning about the company and your job. The employer benefits by having employees who are well trained and informed.

Mentors

At some companies, a new employee is paired with a senior co-worker who acts as a mentor. A mentor is an informal teacher or guide who helps new employees adjust to their new workplace. If there is no formal mentoring process at your company, you may seek out a more experienced worker to act as a mentor. Mentors can coach new employees in the skills and procedures needed to do their jobs and help them learn the company culture and company policies. A mentor can also provide guidance that may help you in your career.

Your Responsibilities and Company Goals

Whatever type of orientation you receive, it should give you a clear idea of your responsibilities and the company goals. It should answer the following questions:

- What is the company’s mission, or purpose? How do your job and your department fit into the mission?
- What are your exact job responsibilities?
- Who should you go to when you have questions?
- How and when will your performance be evaluated?
- What benefits will you receive and when will you receive them?
Company Policies

During orientation, you will also be introduced to company policies and procedures. Every company has specific policies that spell out what the company expects of you and what you can expect of the company. You may be given a company manual or other written statement of official policies. Read these policies right away. By learning the company's policies, you can protect yourself from breaking a company rule and ensure that you live up to your employer's expectations. These are just a few questions answered by company policies:

- When will you be paid?
- How many sick days are you allotted each year?
- How many vacation days are you allotted and how do you request them?
- What paid holidays does the company allow?
- When will you receive a raise? What is required for a raise?
- What health and safety procedures are in place?

Section 8.1 After You Read

Review Key Concepts
1. List two things you can do to help make your first day at a new job go smoothly.
2. Describe how to determine what to wear on your first day at a new job.
3. Explain the purpose of a company orientation program.

Practice Academic Skills

Mathematics

4. On your first day of work at a furniture design firm, your boss asks you to draw a storage trunk that the company is designing. Draw two different two-dimensional representations of a rectangular prism. First make a traditional drawing of the object, then "unfold" the object by drawing a net. Label the dimensions as follows: length = 4 feet, width = 1.5 feet, and height = 2 feet.

Two-Dimensional Representations of Three-Dimensional Objects

Three-dimensional objects are represented in two dimensions to more easily determine properties such as area and volume.

**Step 1:** Draw a traditional representation of a three-dimensional object in two dimensions. Label the length, width, and height.

**Step 2:** Draw an unfolded version, or net, of the object by imagining cutting it along 7 of its vertices, laying it flat, and outlining it.

For math help, go to the Math Appendix located at the back of this book.
Section 8.2

What You Can Expect from Your Employer

Reading Guide

Before You Read
Preview: Read the Key Concepts. Write one or two sentences predicting what the section will be about.

Read to Learn
- Typical forms of payment
- Common employee benefits
- The role of employee performance reviews

Main Idea
Understanding company policies and procedures will help you to know what to expect from your employer and how to protect your rights.

Key Concepts
- The Relationship Between Employer and Employee
- Payment
- Benefits
- Performance Reviews
- Preparing for Job Loss

Key Terms
- wage
- overtime
- nonexempt
- exempt employees
- salary
- commission
- profit-sharing plan
- performance bonuses
- pension plan
- performance review
- probation
- layoff

Academic Vocabulary
You will find these words in your reading and on your tests. Use the academic vocabulary glossary to look up their definitions if necessary.
- incentive
- terminate

Graphic Organizer
As you read, list details about the things that you can expect from your employer. Use a graphic organizer like the one shown to help organize your information.

<table>
<thead>
<tr>
<th>PAYMENTS</th>
<th>BENEFITS</th>
<th>PERFORMANCE REVIEWS</th>
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</table>

Log On: Go to this book’s Online Learning Center through glencoe.com for a larger version of this graphic organizer.

Academic Standards

English Language Arts
- Read to acquire new information. (NCTE 1)
- Use written language to communicate effectively. (NCTE 4)

Mathematics
- Solve problems that arise in mathematics and in other contexts
The Relationship Between Employer and Employee

Every employee works for one or more reasons, such as salary, health insurance, stability, or a pension. These are some of the things you may want and expect from your employer:

What your employer is likely to provide changes over time. The factors affecting business that you learned about in Chapter 1, such as globalization and outsourcing, influence what a business can provide for its employees. These factors affect the relationship between employer and employee. For instance, globalization has forced companies to be more efficient to stay competitive. One way to be efficient is to operate with fewer employees. As a result, workers have less job security than they once had. Figure 8.1 shows other ways the employer-employee relationship is changing.

**Figure 8.1** CHANGES IN THE EMPLOYER-EMPLOYEE RELATIONSHIP

<table>
<thead>
<tr>
<th>Aspects of a Job</th>
<th>In the Past</th>
<th>Today</th>
</tr>
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</table>
| **Job Security** | - Experience or length of time with a company guaranteed job security.  
- Workforce consisted mainly of full-time employees.  
- Company was responsible for worker's security. | - Continued training provides job security.  
- Increasing number of temporary workers and independent contractors.  
- Freedom from company ties. |
| **Salary**       | - Based on experience  
- Based on number of years with company | - Based on current value of work  
- Based on knowledge and skill level |
| **Benefits**     | - Companies paid premiums for employees.  
- Health insurance stopped when employment ended.  
- Retirement package was assured after years of employment. Included lifetime health insurance.  
- Benefits were one of the main ways to attract good employees. | - Employees pay part of premium or have reduced benefits.  
- COBRA keeps workers insured for a period of time if they lose their jobs.  
- Retirement benefits are less. Often health insurance is reduced or ends with retirement.  
- Benefits are a large part of the employee package. |
| **Corporate Culture** | - Employees stayed with a company for years and were treated like family.  
- Employees were promoted based on years of service. | - To benefit their personal goals, employees move to companies that offer the best opportunities.  
- Employees must perform to keep their jobs. |

**CHANGING EXPECTATIONS** The competitive global economy is changing what American workers can expect from their employers. What are the advantages and disadvantages of these changes for today's worker?
Payment

Workers expect to be paid for the work they do. Pay may be calculated in a number of ways.

Basic Payment Methods

Most entry-level employees receive hourly wages. A wage is a fixed amount of money paid to a worker for a set amount of time spent working. The most common type of wage is an hourly wage. At the end of each pay period, pay is calculated by multiplying the number of hours worked by the hourly wage rate.

Hourly wages are affected by whether or not workers are paid overtime. Overtime is pay received for working more than 40 hours in a week. Usually workers on overtime are paid one and one-half times their normal hourly wage for each hour in excess of 40 hours. For example, if workers are normally paid $10 per hour, they get $15 per hour to work overtime.

A federal law requires that nonexempt employees be paid overtime. Nonexempt employees are workers who are normally paid an hourly wage and are entitled to earn overtime. Exempt employees do not have to be paid overtime. Exempt employees are workers who earn a salary. A salary is a fixed amount of pay for a certain period of time, usually a month or a year.

Workers in some kinds of jobs—such as sales or telemarketing—may be paid a commission, or earnings based on how much a person sells. They might, for example, earn 2 percent of the value of the merchandise they sell. By basing pay directly on performance, this system aims to motivate people to work harder.

Incentive Plans

Another way workers are paid is through incentive plans. These plans reward workers for achievement and help to keep them motivated. Incentive plans help employees know that their efforts are appreciated. Types of incentive plans include profit-sharing plans and performance bonuses.

In a profit-sharing plan, workers receive a share of the company’s profits. The better the company performs, the more each worker receives. One example of this is the rewarding of stock options to qualifying employees. A stock option is the right to buy or sell a stock at a specified price within a stated period of time.

Performance bonuses reward workers for high levels of performance. Some companies pay bonuses to workers who increase the quantity or quality of their work. For example, factory workers who have relatively low salaries may receive a bonus nearly equal to their salaries if they reach their productivity goal.

COMPARE What is the difference between an exempt employee and a nonexempt employee?
Benefits

Many jobs come with benefits. Benefits are extras that a company provides in addition to pay. They can include anything from insurance to product discounts. The most common benefits are paid health insurance and paid days off for holidays, sickness, and vacation. There may be a waiting period before employees are eligible for some kinds of benefits.

Because the cost of employee benefits is rising, some companies are limiting the benefits they offer. A recent study shows that benefits average nearly 30 percent of employers’ payrolls. A good benefits package is now a way for employers to attract qualified employees in a competitive job market. Benefits are an important factor you should consider as you search for a job.

Health Benefits

Health insurance is probably the most valuable benefit. Because of the high cost of healthcare, many employers have cut back coverage or asked employees to pay part of their premiums. To ensure broader access to health care, some states now require companies to provide minimum health coverage for their employees.

Pension Plans

A pension plan is a savings plan for retirement. Retirement is when you stop working because of age or disability. The different types of retirement plans will be discussed in Chapter 21 of this book. The types of plans and the amounts employers and employees can contribute to these plans vary from company to company. These plans can consist of voluntary contributions by employees, contributions for each worker, matching contributions, and other options.

Convenience Benefits

Some employers also provide convenience benefits, which are services that make workers’ lives easier. These benefits can include anything from public transportation refunds to gym memberships. Many companies offer services that help employees handle personal issues, such as legal matters, child care, and financial planning. Such benefits are designed to reduce stress, improve the employees’ health, and make employees more productive and loyal.
Cafeteria Plan

A cafeteria plan is a benefits policy that allows employees to choose only the benefits they need or want. For example, a company may offer the benefits of health insurance, a flexible spending account for healthcare, vision insurance, disability insurance, and day care reimbursement. Out of these, one employee may elect to have the benefit of disability insurance but not the benefit of vision insurance, while another employee may elect to have the benefit of a flexible spending account only.

Employees must estimate the costs they will have during the plan’s upcoming year and then elect to contribute different amounts of their salaries into the appropriate benefits. These employer contributions are often pre-tax, which means that they are excluded from taxable income on the federal level and in many states.

Reading Check

**EXPLAIN** Why should you consider job benefits when you are looking for work?

Performance Reviews

How will you know if you are succeeding at work? Many companies have formal performance reviews. A performance review is a meeting between you and your supervisor to evaluate how well you are doing your job.

Performance reviews are important to you and to your supervisor. Promotions, pay increases, new responsibilities, and your future with the company may be based on these evaluations. If your company
Preparing for Job Loss

A company can terminate an employee’s employment for any of several reasons. Some employees may lose their jobs for poor job performance and some may lose their jobs because of business decisions that are unrelated to an employee’s performance. These kinds of business decisions may include relocation or a need to cut costs or reduce the workforce because business or the economy has slowed.

A job loss that results from a business decision is called a layoff. Workers who are laid off may be rehired once a company’s business improves.

You should always be prepared for job loss. Be aware of changes in the economy. Keep your job-hunting network active and your skills up-to-date. Put aside money that can help you through a time of unemployment.

Section 8.2 After You Read

Review Key Concepts
1. Explain the difference between nonexempt employees and exempt employees and how this difference affects pay.
2. Name two benefits you would like to receive with your job. Give reasons for your choices.
3. Explain why performance reviews are important to employees.

Practice Academic Skills

4. Which do you think offers more financial security—a salary or commission? Write a one-page response, giving reasons for your answer.
5. Contact a company you would like to work for to learn about their benefits package. Write a summary of the benefits offered, then explain which of the benefits you would like to have as an employee and why.

Check your answers at this book’s OLC through glencoe.com.
Career Spotlight

Susan O'Connell
Flower Farmer

Q: Describe your job.
A: I grow potted plants to sell to gardeners and flowers to cut for bouquets and dried flower arrangements in the fall.

Q: Describe a typical workday.
A: As the seasons change, my work changes. In early spring, I am busy in the greenhouse starting seeds and growing my seedlings. My work moves outside to the field as the snow melts, where I plant and prepare my soil and plant out my plants. I spend almost every waking moment at the height of summer harvesting flowers and making bouquets, or selling them at farmer's markets. Late in the year, I turn to harvesting greens and making holiday wreaths.

Q: What are some disadvantages of your career?
A: I am at the mercy of the weather; I can grow perfect seedlings, but if a strong hailstorm comes along, they will be killed.

Q: What training and preparation do you recommend for students?
A: There are excellent agricultural and horticultural programs available, and you can learn a lot from these. Most important, I think, is to be a creative thinker, always considering what will work better and finding ways to improve your business.

Q: What are some ways you recommend students prepare for this career?
A: Before making the decision to farm, try it first. Many farmers accept interns or live help, especially in the summer. Each farm is different, but I think it is important to get a feel for the work before you make any serious plans.

Q: What do you like most about your work?
A: I love being able to share my passion for flowers and for growing with my customers, especially young children.

For more about Career Clusters, go to this week's OLC through glencoe.com.
**CAREER FACTS**

- **Education or Training**  
  An associate or bachelor’s degree in business or farm management with a concentration in agriculture or horticulture is important. Those new to farming may need to spend time working with an experienced farmer to learn how to apply their skills. Some farms offer formal apprenticeships to help young people acquire practical skills.

- **Academic Skills Required**  
  English Language Arts, Mathematics, Science, Social Studies

- **Technology Needed**  
  Different kinds of farming require specialized equipment, such as tractors, harvesters, and irrigation equipment. In addition, computers are used for record-keeping, business analysis, planning, marketing, and weather tracking.

- **Aptitudes, Abilities, and Skills**  
  Creativity, stamina, mechanical aptitude, ability to work with tools, research skills, customer service, organizational skills, personnel management, accounting skills

**Workplace Safety**  
Farm work can be hazardous. Tractors and other farm machinery can cause serious injury, and workers must be careful when handling chemicals to protect themselves and their environment.

**Career Outlook**  
Jobs as self-employed farmers are expected to decline over the next ten years.

**Career Path**  
Farmers, ranchers, and agricultural managers strive to improve the quality of agricultural products and the efficiency of farms. Their work can lead to jobs as agricultural engineers, agricultural and food scientists, purchasing agents, and buyers of farm products.

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### Academic Skills Required to Complete Tasks

<table>
<thead>
<tr>
<th>Tasks</th>
<th>English Language Arts</th>
<th>Mathematics</th>
<th>Science</th>
<th>Social Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant seedlings in greenhouse</td>
<td></td>
<td>★</td>
<td>★</td>
<td></td>
</tr>
<tr>
<td>Plow and prepare soil</td>
<td></td>
<td>★</td>
<td>★</td>
<td></td>
</tr>
<tr>
<td>Harvest flowers</td>
<td></td>
<td>★</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create bouquets</td>
<td></td>
<td>★</td>
<td>★</td>
<td></td>
</tr>
<tr>
<td>Sell flowers and promote business</td>
<td></td>
<td>★</td>
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</tbody>
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**Critical Thinking**

What other industries depend on the weather for success?
CHAPTER SUMMARY

Section 8.1
You can prepare for a new job by managing stress and anxiety and learning the company culture. The company culture is the behavior, attitudes, values, and habits of a company's employees and owners. You can learn the company culture by listening to and observing your coworkers. Some companies help new employees learn policies and procedures through orientation programs. Company policies explain what the company expects of new employees and what employees can expect from the company.

Section 8.2
What you can expect from your employer changes over time. Methods of payment include hourly wages, salary, and commission. Workers often also receive benefits, such as health insurance or convenience benefits. Employee performance reviews may influence raises and promotions. Some employers have probation periods for new employees. Employee termination may result from poor worker performance or slow business. You should always be prepared for possible job loss.

Key Terms and Academic Vocabulary Review

1. Use each of these key terms and academic vocabulary words in a sentence.

Key Terms
- company culture (p. 184)
- orientation (p. 187)
- mentor (p. 188)
- wage (p. 192)
- overtime (p. 192)
- nonexempt employees (p. 192)
- exempt employees (p. 192)
- salary (p. 192)
- commission (p. 192)
- profit-sharing plan (p. 192)
- performance bonuses (p. 192)
- pension plan (p. 193)
- performance review (p. 194)

Academic Vocabulary
- strategy (p. 185)
- appropriate (p. 187)
- incentive (p. 193)
- terminate (p. 195)
- probation (p. 195)
- layoff (p. 195)

Review Key Concepts

2. Explain how you might manage the stress, anxieties, and challenges of a first day at work. Give examples.
3. Describe ways you could figure out how to dress for your first day of work.
4. Explain the purpose of orientation, and identify the different types of orientation.
5. List three typical methods of payment and explain each.
6. List two common employee benefits and explain each.
7. Explain the role of employee performance reviews.

Critical Thinking

8. Explain how can watching other employees help a worker succeed on the job?
9. Analyze If you were the employer, would you devote time to orientation? Why or why not?
Real-World Skills and Applications

Critical Thinking Skills
10. Obtaining Information Imagine that your new employer has called to offer you a job as a grocery store checker. List five questions you will ask your new employer about what you can expect your first day of work. Then list at least one possible answer to each question.

Interpersonal and Collaborative Skills
11. Developing Social Skills In teams of three to five, develop a list of suggestions that coworkers can use to get to know one another. You may use the ideas given in the chapter and then try to add a few of your own ideas. Choose one idea and develop a team presentation or poster that describes the idea or technique. Share your presentation or poster with the class.

Technology Applications
12. Selecting Technology Research the kind of technology you might need to use if you plan on becoming an organic farmer. Select a crop or the crops you will be growing and use spreadsheet software to create a one-page chart that details the types of equipment, materials, and technology you could use to manage and run your farm. Present your spreadsheet to the class.

Collaborating with Others Partner with a classmate to make a list of information you need to do a job you just started. Write a company manual that provides that information. Take turns asking each other questions about the company and the job, based on the information in the manual. Count one point for each correct answer. Provide the correct answers to any missed questions.

Orientation Program
Situation You are part of a four-person human resources team for a large company. You need to develop an orientation program for new employees.

Activity Design a presentation about the company to welcome new employees to their jobs. You can choose to invent a company or choose an existing one. Present the company to the class using an overhead transparency, poster, or PowerPoint presentation. Be prepared to answer questions that would typically be asked by a new employee.

Evaluation Your group will be evaluated on how well it meets the following performance indicators:
• Give an overview of the company’s values and mission.
• Describe the company’s policies and procedures.
• Explain the various benefits offered to employees.
CHAPTER 8 Review & Activities

Academic Skills in the Workplace

English Language Arts
15. Write a Survey. As a new benefit for employees, your employer has decided to create a company wellness program to improve employee health and fitness. Write a one-page questionnaire for workers to complete that will inform your employer about the habits that affect their health and well-being.

Mathematics
16. Calculate Dimensions. At her new job, Tina has been asked to calculate the dimensions of the boxes for the new line of kitchenware. The volume of the boxes can be no more than 1,800 cubic inches. To accommodate the products, the length must be 15 inches and the height 10 inches. What should the width of the boxes be?

Dimensions and Volume To calculate the volume of a three-dimensional figure use the formula: \( V = l \times w \times h \)

Starting Hint Use the information that you have to create an equation for the volume of the box. Use \( w \) to represent the width: \( V = 15 \times w \times 10 \), solve for \( w \).

Science
17. Electrical Current. Electrical engineers must often calculate the amount of electrical current flowing through the wires of machines they design. They can calculate this with the following equation, called Ohm’s Law: \( V = IR \), where \( V \) = voltage (measured in volts), \( I \) = current (measured in amperes), and \( R \) = resistance (measured in ohms). Let’s say you designed a machine that had 20 volts across a wire. The resistance of the wire is 10 ohms. What would be the current in amperes running through the wire?

World Languages
18. Give Instructions. You work in a company’s shipping room. Your supervisor has assigned you as a mentor for a new employee whose native language is not English. The new employee’s tasks include copying order forms, filling out address labels, and wrapping packages. Write a paragraph explaining how you would explain these tasks to the new employee.

STANDARDIZED TEST PRACTICE

TRUE/FALSE
Directions Carefully read each question. Pay attention to any key words. Also look for words like always or never. These mean the statement must be true all the time or none of the time. Decide if the following statement is true or false. Circle the \( T \) or \( F \).

1. Health insurance is an example of a benefit that employers always offer to employees. \( T \) \( F \)
Writing Skills Practice

19. Write a Report When writing a report, you need to research facts and then organize and explain those facts. You can use reports to present information to others and to summarize the results of your research.

Practice Write a one-page report on a federal, state, or other law created to ensure safe and fair treatment of employees. Follow the steps below when researching and writing your report:
- Research information from government agencies such as the U.S. Department of Labor.
- After completing your research, organize your notes under two or three main topics.
- Write a draft of your report.
- Add any additional information.
- Edit your draft to produce a one-page report.
- Proofread your report for any mistakes.
- Produce a final report.

Net Connection

20. Research Job Salaries Online Find the salaries of at least three career choices in your career interest area with different education requirements.

Log On Go to this book’s OLC through glencoe.com to search employment and career Web sites for current information about benefits packages and salary payment methods for these careers. Use a spreadsheet program to make a chart of this information. Use this chart to determine which career choice matches your salary preferences most closely.