

Careers Course

Part III

Job Retention

Videos

Dealing with Supervisors:	“Communication on the Job”
Work Ethics:	“Ten Easy ways to Lose your Job”
Customer Service:	“We put the Oh! in Oregon”

30 Ways to Shine as a new Employee

These exercises help you address issues that often arise on a new job.

You are the Boss

These ten assignments put you in the supervisor’s position. You must deal with employees that are exhibiting unsatisfactory behaviors.

Essay

Students will submit a 300 word essay addressing the following:

- Once I secure a job, how will I use that position to
- (a) learn and grow as a person and as an employee;
 - (b) use it as a stepping stone to my next position; and
 - (c) demonstrate to my employer that I am the best person for the job?

As you create this essay, review in your mind all the things you have learned in this course.