

Chapter 8 – Beginning a New Job

I-Study

You can prepare for a new job by managing stress and anxiety and learning from 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.

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.

I-Quiz

1. Wages, salary and commission are typical forms of
 - A. payment
 - B. incentive
 - C. retention
 - D. orientation

2. What is an element of company culture?
 - A. salary
 - B. interviews
 - C. job applications
 - D. values

3. When does orientation take place?
 - A. at the job interview
 - B. your first day at a new job
 - C. when you are laid off
 - D. your last day at a job

Answer Key

1. **A**
2. **D**
3. **B**