Basic Rules of Employment

- A forty hour work week is considered full-time. This consists of 7 hours per day with an hour for lunch.

- There is usually a dress code – ask! Make sure you dress appropriately every day. **Dress for Success**

- You are expected to be on time every day. This does not mean that if you start your day at 9am that you arrive at 9am. You **MUST** arrive early enough to start working at 9am. The same is true for your lunch hour.

- Personal phone calls and texting (unless an emergency) are not appreciated during the work day and can impact your job performance rating. **Put the phone away so you are not tempted.**

- Respect everyone around you. Even if you do not like someone, always be respectful in the workplace.

- The key to successful work performance is organization. Make sure every morning you are organized and know what needs to be done for the day.

- If you are unsure of something, ask your supervisor for clarification.

- Be sure to write notes when being taught new tasks. **Write it down the first time** so that you can refer back to it.

- Getting used to working full time can be difficult. Realize that this may take a few months.