

The Workplace

As A New Hire

- time to adjust (can take a year to adjust to a job)
- shown the ropes
- learn the company's culture
- a lot of red tape (lots of paperwork)

Departments

- Accounting – Controller
- Payroll
- Administration
- HR (Human Resources) – used to be called personnel
- Purchasing – buys supplies and services for other departments
- Sales – sells products and services – rely on engineers to make them look good

Expectations

On time, all of the time.

Pay by the hour

Often done at the start. Work = pay. If travel, get paid for that too. Lots of companies don't want to pay by the hour for traveling.

Earned time off

For every hour you work you get a very small equivalent of earned time off. Usually equates to about 2 weeks per year. Usually used for vacation. Sometimes used to take an hour off to see a doctor or to pick up kids.

Sick leave

Usually give you about 1 week per year. Some times will pay you for them if you don't use them. Some times sick leave days go away at the end of the year.

Ask about days off late in the interview cycle. Not on first interview.

Salaried

Expected to work until the job's done.

Thought of more on the management level.

Tradeoffs. Expect you to work more without extra pay, but they may help you on extended sick leave.

Respect of Co-workers

Disagreements. Deal with them in a civil, calm way.

Fighting is not allowed. Usually results in immediate termination of both parties.

Harassment. Will get you fired.

Evaluation of Performance

Usually yearly. What is expected and what is liked and not liked.

Evaluation, review, proficiency report are some names for this.

Usually associated with a pay adjustment.

One's evaluation of your employment.

Determines your worth to the company.

Nothing legal that says they have to keep you once they hire you. California is an "at will" state. Either party can quit/terminate at any time without notice.

In electronics, engineers are the first to get laid off or terminated for cost cutting.

Can be doing a good job but if it isn't what the company wants then you'll be downgraded on your review.

Protest a bad review since it does determine your value to the company. This may help when it's time to do layoffs.

Review is meant to be **constructive criticism**.

There is always something to improve on. Won't get a perfect review.

Reviews may **describe/explain goals and achievements**. Shows how you did at accomplishing goals, shows progress. Make sure that all of your achievements appear in your review, especially the ones done in response to a stated goal from the previous period.

Promotion. Give you an annual salary review and possibly an upgrade.

How do you maximize your score on a proficiency report? Make the improvements they tell you to make.

You will get a copy of the evaluation. It will be in your personnel file and you are allowed to make a copy of anything in your personnel file.

"He sets low standards and then consistently fails to achieve them."

Union

Depends on who you work for. Management tries to break them and make more money.

Treatment

Consider if you would want to work for a manager who treats you badly.

Some people mess with you once they get management power.

We are valuable since we have come through this program and learned a lot of valuable information. You will stay valuable as long as you keep learning.

Benefits

Vacation

Two weeks vacation (usually) to start, at the discretion of the company. Need to plan your vacations in advance. Sometimes vacation time choices made in order of seniority.

Paid Sick Time

5 days paid sick time (PTO – personal time off). May be as high as two weeks. Depends on the company. Sometimes reduce vacation time to compensate for higher number of PTO.

Employee assistance

Confidential. Company not allowed to find out why you are using the employee assistance program. For help for personal problems like substance abuse recovery, sick child, depression. Sometimes is a one-time chance; if you continue having the substance abuse problem after seeking assistance, then you could get fired.

Education

Some companies will pay for further education. May be based on your earning a B average to pay for it fully. You have to finance it. Company will reimburse you when you show them transcripts. Sometimes will contract you to stay if they pay your way.

Be careful of the culture that defines you permanently as the job for which you were hired. You don't want that.

Overtime Pay

Can be that way even if salaried. May pay you for say 240 days per year and get overtime for days over that. Salaried people may get bonuses instead of overtime pay.

Jury Duty

Employers must give you time off for jury duty. Employers may pay you during the time, up to two weeks.

RIF

Reduction in force. Layoff, cutback, removing the deadwood, the copy.

Company will usually help you with a job search. May bring in consultants to help you. Small companies won't.

Unemployment insurance. Must work a certain amount of time to qualify. If you get fired, might not get paid.

Reduce expenses during unemployment. Focus on finding a job.

Government supported job search. Counties provide assistance.

Jobs to Look For

Customer service

Assist customers

Field Service

A good job. Go out in field and work on equipment.

May have to travel to various places.

A nice job to have. Company pays for travel, lodging, food, rental car. Don't have to put up with unhealthy fast food.

Should have a lot of troubleshooting experience before taking on this position.

Installation

Another good job. Somewhat like field service. Install new or upgraded equipment at customer sites. A job like this gets old fast due to lots of travel time.

Production

Very little traveling.

Engineering

Technical, technician

Sales

Marketing

QA/QC

Quality control, quality assurance. A technician's job.

Calibration

Working for a calibration company.

Military

Lots of civilian jobs in the military (these are government jobs).

Overseas jobs

No tax for the first X number of dollars.

Government CIA, FBI

Retail

There are better options for us.

Small business

Your own business

Computer repair, TV repair, home integrator, low voltage (LV) technician. Home integrators charge lots of money. LV technician puts in sprinkling system wiring, TV wiring, fiber optic, sound system; paid very well.

Teaching

Not if you want to makemoney.

When you want a day off

Ask your immediate boss.

Resumes and Interviews

Will work on resumes on Thursday.

Assignment for Thursday: write your resume, or rather, collect the information that will go in your resume.

Will work on interviews next Tuesday. Will do interviews a week from Thursday. Dress the part on interview day.

Wear a suit and tie to an interview with a company in a mature industry like television.

Lab

Resume maintenance lab. Re-install bridge monitors.