

# Entering the World of Work: What Changes?

## (Fact Sheet #4)

### ENTERING THE WORLD OF WORK

## Congratulations!

You have secured employment in the community.

You are ready to embark on the next chapter of your life as an Employee.



Take Charge of Your Life

**CHOOSE WORK**

So, what does this mean to you and your family?

#### 1. What does it mean to be an Employee?

You were offered a job - Congratulations! As an employee you will be required to meet the job requirements as set by your employer. You may need a job coach to assist you while you learn the tasks and work towards meeting your employer's expectations.

As an employee you are subject to all of the rights, benefits, and policies outlined in the employee handbook. These policies will be reviewed during your new employee orientation. You may be eligible for pay increases based on your performance. Depending on your employment status, you may be eligible for health insurance, a retirement plan, and paid time off. You are now subject to disciplinary action up to and including job termination if you violate any of your employer's policies or fail to meet the performance expectations of your job.

#### 2. How will my performance be evaluated now that I'm an employee?

Now that you are an employee, most employers conduct a 90-day introductory review, a 6-month performance evaluation, and a 1-year performance evaluation. From that point on you will probably be reviewed annually on your ability to meet the responsibilities of your job. The evaluations that you receive tell you how well you are performing your job duties and other work-related expectations based on your job description. The job description is the document you signed (or will sign) when you were hired that tells you your job title and what job duties you will perform.

#### 3. How will I learn my new job duties and how will I be supervised?

When you start your new job, either your supervisor or someone they designate will work with you to teach you your new job. This person and your supervisor will tell you how much work you are expected to complete each day, how you should conduct yourself in the workplace, what you need to wear, workplace safety, and any other work-related things you'll need to know. Your job performance will be monitored very closely by your supervisor where you are employed. You should receive regular feedback from your supervisor about how you're doing and if any specific areas need improvement. If you're not sure how you're doing on your job, ask your supervisor!

#### 4. **What's the difference between my supervisor and my Job Coach/Employment Specialist?**

Once you become an employee, you will have a Supervisor. During your initial training period your Employment Specialist may help you. However, your Employment Specialist may eventually “fade” from the workplace. This means that once you’ve mastered your job duties and understand what’s expected of you as an employee, your Employment Specialist will only check up with you and your supervisor as needed.

##### **Your Employment Specialist:**

- May provide coaching support to you and your supervisor during initial phases of employment, including working with your supervisor and your employer’s Human Resources Department to develop any necessary workplace accommodations.
- Helps you learn workplace culture and reinforce employee policies and procedures, rights, and benefits.
- Fades from the worksite after you’ve learned/mastered key job duties, but will follow up with you and your supervisor to make sure your employment is successful.
- Communicates progress on the job to your family, supports, and funding source.
- Helps develop ancillary supports (e.g. transportation, child care, time management strategies) you’ll need to maintain your employment.

##### **Your Workplace Supervisor:**

- Orients you to your new job, workplace facilities, co-workers, etc.
- Schedules your work days/hours.
- Approves all time-off requests.
- Is who you call/talk to when you can’t come to work or will be late.
- Assigns your work duties.
- Reviews your performance.
- Trains you on your job duties and monitors your progress.
- Advises/educates you on key employee policies and procedures, rights and benefits and continuing training opportunities.
- Can promote you if you do well.
- Has the power to terminate your employment if you violate policy/procedure or fail to perform your job as expected.

#### 5. **What is the role of my Family or Support System when I start a job?**

- You are the employee and you are responsible to speak directly with your supervisor if you need any accommodations on the job, time off due to health, scheduling and rescheduling, and



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any questions you may have about the employer's policies. Your Employment Specialist will work with you directly to find the best way to communicate with your supervisor on these issues.

- Requests for accommodations at work cannot impact the work of other employees or the running of the business.
- The workplace does not respond to requests from people other than the employee.
- Human Resource Departments and Supervisors are only allowed to speak with you about your employment. Parents cannot call Human Resource Departments or Supervisors and request to speak with them. By law, employers must maintain employee confidentiality. Your family may work with you to put requests in writing and have your questions answered in writing from your supervisor.
- Most employers provide their employee with an Employee handbook. Parents can review this handbook with the employee and if they have questions regarding policies or procedures they can help you put your questions in writing so you can ask for a written response.
- You are responsible for your transportation needs. Your family may be able to support you in this area or you may need to learn to ride the bus. Employers cannot be asked to wait with you until your ride comes. That is your responsibility.

**If you have additional questions, please contact your Employment Specialist.**



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