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## Congratulations! You've Got the Job, Now What?

You have been offered the job – congratulations! As an employee, you'll need to fulfill the job duties your employer expects from you.

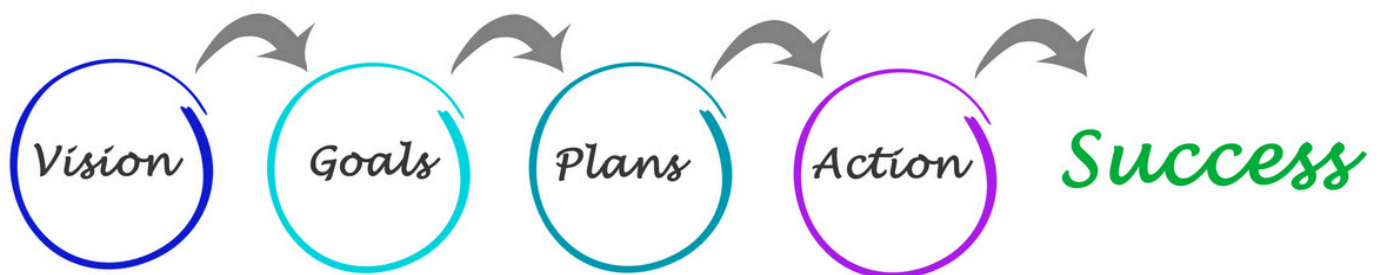
It might be helpful to have a job coach to guide you as you learn how to do your tasks and meet those expectations.

## What Does it Mean to be an Employee?

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 benefits such as 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.



## 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.

## 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!

## What's the Difference Between My Supervisor and My Job Coach/Employment Specialist?

When you start your job, you will have a **Supervisor** to guide you. At first, during your training, your **Employment Specialist** will be there to assist you.

Over time, as you get comfortable with your tasks and know what is expected from you, your **Employment Specialist** will step back or "fade". This means they will check in with you and your supervisor only when necessary.

## Workplace Supervisor Role

- Helps you get to know your new job, workplace, and coworkers.
- Plans your work schedule and hours.
- Takes care of all requests for time off.
- Is the person to contact if you're going to be late or can't make it to work.
- Gives you your work tasks.
- Checks how well you're doing your job.
- Teaches you how to do your job and keeps track of your progress.
- Informs you about important employee rules, your rights, benefits, and training opportunities.
- Can promote you if you perform well.
- Has the authority to end your employment if you break rules or don't meet job expectations.

## Employment Specialist Role

- Offers guidance to you and your supervisor when you start your job, including help from HR to make any necessary adjustments to your workplace.
- Helps you understand the company's culture, employee rules, rights, and available benefits.
- Decreases their support at your workplace as you become more confident in your job, while still providing help and keeping in touch for your success.
- Keeps your family, support network, and funding sources informed about how you're doing at work.
- Assists in finding the right support for you, like transportation, childcare, and managing your time, to help you keep your job.

## Responsibilities: What Do I Need My Support System to Do?

- If you need help with time off for health reasons or changes to your schedule, talk directly to your supervisor. When you have questions about company policies ask your supervisor. Reach out to your employment specialist if you need help asking these questions.
- Make sure any changes you ask for won't interfere with your coworkers or business operations.
- Only you can make these requests; you can't ask someone else to do it for you.
- HR and supervisors will talk about your job only with you to protect your privacy. Family members can help you come up with questions but can't contact them directly.
- Go over your Employee Handbook with your support system so they can help you prepare questions to ask in writing.
- You are responsible for your own transportation; your support system can help. It is wise to secure consistent, reliable, transportation prior to becoming employed. Your employer is not involved with your transportation arrangements.

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