

Name _____

Date _____

On the Job Problems

Directions: Read each scenario below. Explain to your partner, or, if completing individually, write how you would handle the situation.

- A. You arrive at your new job at the time and place specified. The personnel officer states that you must have your social security card before you can be placed on the payroll--you didn't know you needed your card, and it is at home. What important step did you miss? What should you do now?
- B. It is your first day on the job. You answer the telephone and a person asks for someone you don't know. What should you do?
- C. Dewey's company requires that he sign in when he reports to work. His work day lasts from 8:00 am until 4:30 pm. On Tuesday the traffic was heavy and Dewey reached work at 8:07 am. What should he do?

- D. Lisa's new foreman was explaining how crates were to be loaded from the assembly line and placed in order for shipment. Lisa was unsure of where to place crates marked "G" and "X". What should Lisa do?
- E. Matt is ready to leave for his new job. He goes out to get into his car and finds that someone has vandalized it during the night and there is no battery and the windshield is broken. What should he do?
- F. Sherry has received numerous personal telephone calls at work in violation of the company's "limited personal calls policy." You sit next to her and her personal calls are really affecting your ability to get work done. As the "new kid on the block," what should you do?