



VEA

*Bringing Learning to Life*

## ***Program Support Notes***

Senior Secondary

25 mins

# **My First Job**

Teacher Notes by **Peter Krausz**, B.Ed., Grad.Dip. Career Education, Grad.Dip. Applied Social Psychology (Counselling), M. Social Science (Career Development)

Produced by **VEA Pty Ltd**  
Commissioning Editor **Sven Shepherd** B.Ed.  
Executive Producer **Simon Garner** B.Ed.

© VEA Pty Ltd 2009

Suitable for:

**Careers**

**To order or inquire please contact VEA:**

**VEA Inc**

10 Mitchell Place  
Suite 103  
White Plains, NY 10601  
Phone: 866 727 0840  
Fax: 866 727 0839

**E-mail**

[vea@veavideo.com](mailto:vea@veavideo.com)

**Website**

[www.veavideo.com](http://www.veavideo.com)

# My First Job

---

## For Teachers:

### **Introduction**

*My First Job* provides job seekers with the opportunity to explore all the issues related to beginning a new job. The program investigates the preparation required to attend the first day, as well as the key factors such as using transport, workplace induction, identifying your supervisors and fellow workers, working in a team, and occupational health and safety issues. After viewing the program you will be much clearer about everything related to your first day at a new job.

### **Program Timeline**

00:00:00	Introduction
00:01:10	Preparation
00:06:28	Inductions
00:10:05	Getting to Know Your Workmates
00:14:28	Troubleshooting
00:19:20	Surviving the First Week
00:23:05	Conclusion
00:23:48	Credits
00:24:50	End Program

### **Website References**

- [www.myfuture.edu.au](http://www.myfuture.edu.au)
- [www.jobguide.deewr.gov.au](http://www.jobguide.deewr.gov.au)
- [www.seek.com.au](http://www.seek.com.au)

### **Other Relevant Programs available from VEA**

- Job Search in the 21<sup>st</sup> Century
- Job Application
- First Impression – Winning Over your

Please visit our website for more relevant programs [www.veavideo.com](http://www.veavideo.com)

VEA – Bringing learning to life

# My First Job

---

## Student Worksheet:

### Before Viewing the Program

1. If you already have a job, describe the experiences you had on the first day.

---

---

---

2. What were your positive and negative experiences of the job?

---

---

---

3. What expectations do you have about the first day of a new job? What key issues will you need to be prepared for?

---

---

---

---

---

4. From an employer's perspective, what issues does an employer need to address when an employee begins a new job?

---

---

---

---

---

5. Discuss with your friends the experiences they had when they started a new job.

# My First Job

---

## While Viewing the Program

1. Why can the first day of a new job be a difficult or nerve-wracking experience?

---

---

2. What is the first important piece of advice given about going to work for the first time? Describe the advice in detail, explaining why it is so important.

---

---

---

3. List and explain all other pieces of advice you should follow before turning up for the first day of a new job. What is the relative importance of each one?

---

---

---

---

4. What are the potential traps that can occur when taking public transport to your new job? How can you overcome these traps?

---

---

5. When arriving at work, what are the key points you need to be aware of? Why?

---

---

---

6. What does an "Induction" program at work mean? Why is it essential for a new employee?

---

---

7. List all the elements that can be included in an induction program.

---

---

---

---

## My First Job

---

8. How should a new employee respond to an induction program? Describe what they should do.
- 
- 
9. Why are issues relating to Occupational Health & Safety so important for new employees? Provide some examples.
- 
- 
- 
- 
10. What is the purpose of being able to readily identify your supervisors and work colleagues?
- 
- 
11. Why can a union representative be helpful for a new employee?
- 
- 
12. Why can the human resource representative be helpful for a new employee? Describe the work of a human resource representative.
- 
- 
- 
- 
13. Your supervisor or Team Leader is another important person to know in the workplace for a new employee. Why?
- 
- 
14. What advice is given to new employees in terms of attitude and approach to the first days at work?
- 
- 
15. What is meant by the comments that all employees have both rights and responsibilities? Discuss examples of both.
- 
- 
- 
-

## My First Job

---

16. Why is working with a negative co-worker a possible problem for a new employee?

---

---

17. How can interacting with fellow employees be helpful for a new employee?

---

---

18. Discuss why asking questions, reporting any concerns, and other advice given in the program, is also important for a new employee?

---

---

---

19. The program summarizes that “communication” is a critical component of being a new employee. Why?

---

---

20. Discuss the key issues concerning beginning a new job that you have learned from this program.

---

---

---

---

## **My First Job**

---

### **After Viewing the Program**

1. Compile a booklet or pamphlet of advice that can be given to anyone beginning their new job.
2. Make a video that provides useful advice to new employees.
3. Invite some employers to discuss how they approach inducting new employees.
4. Invite a Union representative, Human Resource representative and a local employer to discuss the key issues involved in assisting new employees in a workplace.
5. Invite employed people you know to discuss what advice they would give to new employees in the workplace.