Good Employees Get the Good Jobs

Pre-reading

Questions:

- What makes a good employee?
- Are you a good employee?

Definitions:

- Promote – to give a higher rank, better job, more importance
- Complete – finished
- Finances – the money it takes to run a business, the money the business has

Reading

Employers like employees who work hard and do a good job. Most employers promote good employees by giving them a better job. A better job usually pays more. So, what makes a good employee?

- A good employee takes initiative. There is a big difference between an employee who does things on his or her own and one who has to be told what to do all the time. An employee with initiative finds things to do to keep busy. An employee with initiative learns new things to do their job even better.

- A good employee takes responsibility. When given a task they do a good job. They thoroughly complete the task. They are proud of their work.

- A good employee understands the finances of the business. They understand getting paid depends on the business making money. They know they need to do their part to make sure the business makes money.

- A good employee keeps their commitments. If they say they are going to do something, they get it done.

- A good employee knows that customers are important. A good employee takes time to ask people how they are doing.

- A good employee does their job cheerfully, even if they don’t like some tasks.

- A good employee works hard all the time, not just when the boss is watching.

- A good employee always does a good job.

- A good employee does more than they are asked. They do more than is expected.

Adapted from an online Guide To The Real World

Level 5.0
Understanding

1. How does a good employee keep her commitments? ________________________________
   ____________________________________________________________________________

2. What does it mean to take initiative? ________________________________
   ____________________________________________________________________________

3. What do most employers do to good employees? ________________________________
   ____________________________________________________________________________

4. Even if an employee doesn’t like doing every task, how should he do his job? ________________
   ____________________________________________________________________________

5. What does a good employee need to understand about a business? ________________________________
   ____________________________________________________________________________

6. What are two things that make a good employee? ________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

7. Why is being promoted a good thing? ________________________________
   ____________________________________________________________________________

Writing

Option A: What do you do at work to show you are a good employee?

Option B: In your own words, summarize what you know about being a good employee.

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