

Senior Seminar: You're Fired

DVD: *The Ten Quickest Ways to Lose Your Job and How to Avoid Them*



Name _____

Directions: *While this video is a little out of date and a little corny, there is a lot of great information. Take time during the various pauses in the video to fill in the answers.*

Introduction: A person will change jobs an average of _____ to _____ times in their lifetime.

You need to have a good _____ to move upward in your career.

What are the top 3 reasons for getting fired?

1. _____
2. _____
3. _____

#4. **Reliability.** You could get fired for are not having good _____ (being on time) and poor _____(showing up).

#5. **Attitude.** Your attitude should be _____. Don't fall into the trap of criticizing and _____.

#6. **Being Respectful of Others/Appropriate Behavior.** You should not spread gossip or rumors, but treat others with kindness and _____.

What does it mean to be "politically correct"? _____

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#7. **Personal Business.** Do not engage in any personal matters that will take time away from the job you are being _____ to do. Some employers view this as a type of _____.

#8. **Using Your Computer for Personal Reasons.** You should not be spending time at work surfing the _____ playing on Facebook or shopping.

#9. **Substance Abuse.** This includes _____ and drugs. Even if your employer cannot tell that you are abusing, it will show in your _____ job performance.

#10. _____. You should always be neat, clean, and well groomed. Dress for the job you _____.

Questions for Reflection & Discussion:

1. Which, if any, of these reasons will you have no problem following? _____

2. Which, if any, of these reasons will you have to work on? _____

3. Are there any other tips you have learned personally for not getting fired? _____

4. What are they? _____

5. Have you ever been fired? _____

6. What could you have done differently to avoid being fired? _____
