



Series III No. 1

# Wait on me!

## Text Her Back



"Luke, over here," waves Bela.

As he heads toward Bela's car in the school parking lot, Luke calls out, "Where is Sabrina? She's always late."

"She's not back from her Thursday afternoon job," Bela tells him. "Besides, Ethan's not here either."

Ignoring her comment about Ethan, Luke seems annoyed. "Sabrina promised me she'd meet us at 3:15 so we can eat before we go to see *Space Thriller II* at Cinema 12."

Bela's phone screen lights up and she smiles. "It's a text from Sabrina."

"I can't wait to hear her excuse," Luke shrugs, as Ethan runs toward them.

Bela reads the text to Luke. "Dont no what 2do. Not finishd w job. Hours up. Boss not back. May leve neway. Wait on me!"

"She can't just leave," Luke frowns. "Her boss at Lamar Landscaping is letting her design the landscape around the fish pond at Mid-town Park. She said this is her big chance to show how creative she is."

Out of breath, Ethan runs up, taps Luke on the knuckles and asks, "Where's Sabrina?"

"She's at work and about to be in trouble if she's not careful," Luke tells him sarcastically. "She's not finished with her job, but she wants to leave anyway because her hours are up."

"I can't watch this creepy movie without Sabrina," moans Bela. "She needs to sit next to me."

Ethan frowns. "Sabrina has to take some responsibility. This is a job."

"Stop blaming Sabrina," Bela tells him. "She didn't know her boss would be late."

"Text her back, Bela, and set her straight," Ethan suggests.

Luke adds, "Tell her we'll wait by my car in the school parking lot for 30 minutes. She should come here when she's off work, and we'll just get snacks at the movie."

## What Would You Do?

As Sabrina's friend, what advice should Bela give her in the text?

## What the Boss Will Think

- Employees are expected to use good judgment in unusual situations.
- The job must be completed, even if an employee has to work late.
- I have to be able to depend on employees to do the right thing.
- Sabrina needs to understand what being a professional means.
- I need employees who put the business before their personal concerns.



Left to right: Sabrina, Luke, Bela, Ethan

## It's Not My Fault

Some employees like to take orders because it's easier than taking responsibility. The truth is they like to be bossed around. It's simpler to grumble and complain than to come up with solutions. They say, "It's not my fault" to justify laziness, mistakes, bad decisions, lack of motivation, or poor quality work.

How would you recommend an employee take responsibility in each of the cases below?

A drummer for a band needs to practice his part, but the band leader has not bought the music yet.

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A medical office assistant notices that young children are getting cranky and tired from having to wait so long to see the doctor. \_\_\_\_\_

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After test driving a car to listen for an engine noise described by the car's owner, an automobile service technician fails to hear the noise. \_\_\_\_\_

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An after-school employee at a popular teen retail clothing store sees her supervisor being interrupted by a phone call while straightening shelves of jeans. \_\_\_\_\_

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## You're Responsible

To get ahead in life, you must take responsibility for what happens, instead of just waiting to see what happens. Employers expect you to handle a situation in the right way, even if the right way is not what you want to do.

Write "R" for each situation that shows an employee took responsibility. Then write whether you think the employee made the right decision and why.

\_\_\_\_\_ 1. A bicycle repair technician notices that a bike chain is about to break. However, only 15 minutes remain before closing time and the customer didn't say anything about the chain being a problem. The technician decides to wait to hear from the customer. \_\_\_\_\_

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\_\_\_\_\_ 2. At 3 p.m. on Thursday while working on an 8 a.m. Friday deadline, a programmer realizes he can improve the program he's writing by making a few changes. He needs about six hours to do the job. He calls his wife, explains the situation, and tells her to kiss the kids good night for him. \_\_\_\_\_

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\_\_\_\_\_ 3. A restaurant cook realizes that the "Use By" date on the eggs expires today, but the manager has already left for the day. The cook is tired, but he stops by his local grocery and picks up three dozen eggs. He keeps a copy of the sales receipt to give to the manager. \_\_\_\_\_

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\_\_\_\_\_ 4. At 6 p.m., a magazine editor realizes that two paragraphs have been left out of a story for next month's issue. The magazine has already been sent to the printer. She gives a co-worker her ticket for a playoff game, rewrites the paragraphs, sends them to the printer, stays to proofread the new pages, and gets home exhausted four hours later.

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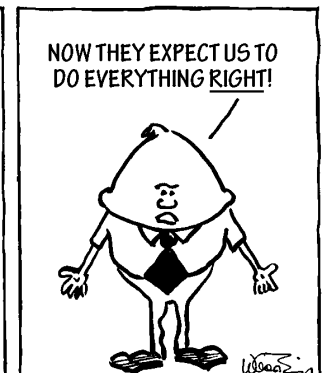
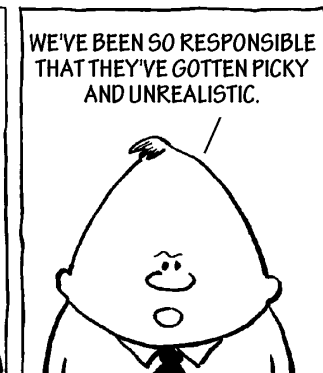
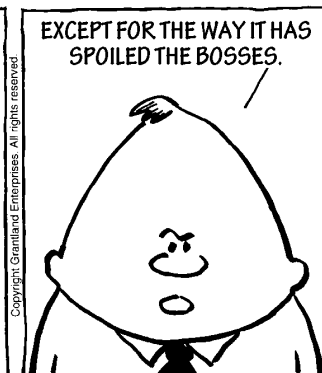
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\_\_\_\_\_ 5. A public relations specialist writes a press release about an award the company received. She should add a picture of the company president receiving the award, but she leaves it out because she can't find it quickly.

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### CAREERLAND™



Dear Chad:

Yesterday, my boss criticized me for closing early and leaving on Friday after everyone else in our small office left. As an administrative assistant, I didn't have anything to do and I didn't see any reason to stay. Why is he so upset?

Confused

Dear Confused:

Did anyone give you permission to leave? No boss wants an office to be closed when customers or others might be calling for information. Leaving was extremely poor judgment on your part and shows a lack of responsibility.

Dear Chad:

Last week my boyfriend came early to pick me up for a concert. Since he's really smart about computers, I asked him to help me with an e-mail problem. My department head saw him and said I was violating company policy by letting an outsider see our files. It hurt my boyfriend's feelings. Don't you think she was rude?

Offended

Dear Offended:

Company files are confidential, and it's your responsibility to keep them private. Your boyfriend should have waited in the car until you were ready to leave.