

## APPROVED PRACTICES FOR EMPLOYMENT

Select the approved practices from the list below which will be of benefit to your enterprise and record them on pages 3 and 4 in your Supervised Agricultural Experience Record Book. (This is only a general suggested list. Detail should be added to match your specific situation).

1. Select an employment setting that matches your area of interests
2. Discuss and set employ goals with supervisor
3. Develop weekly work schedule
4. Notify supervisor if unable to work because of illness
5. Notify supervisor if injured on job, completing necessary forms
6. Plan time-off well in advance and request of supervisor
7. Wear proper clothing for job setting
8. Use necessary safety equipment
9. Immediately report any safety infractions to supervisor
10. Maintain a proper level of hygiene and grooming for job
11. Use proper means of communications within the job setting
12. Be punctual about arriving at work
13. Maintain a high quantity of quality production
14. Exhibit a pleasant personality
15. Maintain honesty, loyalty, and courtesy
16. Develop responsibilities within the work place
17. Develop a sense of humor and fair play
18. Keep work areas neat and clean
19. Prevent product loss and/or damage
20. Cooperate with other employees and customers
21. Be enthusiastic about the work place
22. Avoid absenteeism
23. Keep accurate enterprise records
24. Summarize and analyze records