

EMPLOYMENT RELATIONSHIPS

Entering the working environment can be daunting, especially if you are new to the workforce. You might be worried about how to behave in your new work environment, or maybe you're scared about all the legal terms in your contract and what they mean or perhaps you're just unsure of how to have a working relationship with your boss.



For a smooth entrance into your new working environment, follow these tips.

1. Read your job description

When applying for a job you like the look of, it's super important to read the job description. The job description lays out what your duties and responsibilities would be, as well as what types of skills and experience you'll need.

Don't put yourself forward for a job unless you feel confident that you meet the expectations and requirements of the role. It would not be a good look for you to say you have what it takes, then let your new boss down because you don't actually know how to use the machinery they asked about in the job description. Your boss may find it hard to trust and respect you after this, and your relationship with them will not be off to the best start.

If you successfully get a job, then have another person you trust read over the job description before you start working. Knowing your job description well helps you understand what's expected of you. It tells you what you need to do to make a good impression and get off to the best start with your new boss.

The job description can also help you get a good idea of the type of work environment you're going into and the type of work ethic you'll need. Will you be working somewhere that is very fast paced with the expectation that you'll need to push work out as quick as possible? Or will you be working somewhere that values taking the time to do things to a very high standard? Find these things out at the start, and your boss will appreciate that you know your role well.

2. Read your contract

This is just as important as reading your job description. Read through your contract slowly and carefully.

Maybe get someone to help you go through it at home if it seems like a lot of reading that you don't understand.

Pay close attention to:

- Pay rates
- Bonuses and penalties
- Benefits
- Work environment and conditions
- How to handle work disputes
- Schedules and hours of work
- How to make a complaint
- Health and safety policy
- Production goals (e.g. sales targets, business aims)



You need to make sure you fully understand what you are signing yourself up for. It's very common for those new to the workforce to skim or skip reading their contract because it takes too much time to go through or because they don't understand some of the legal terms. This can lead to nasty surprises later when they find out that they won't be getting paid what they thought, or that they'll need to work weekend shifts, too.

Misunderstandings over contracts can lead to a negative relationship with your boss. They will not be happy that you didn't read your contract properly and are not wanting to do what you agreed to do when you signed it. Take the time to read the contract. If you have any questions, ask your boss or someone else you trust.

3. Communication



Open, honest and transparent communication is key in any good relationship and in any healthy working environment.

When your boss is going through your contract with you, it is important for you to be confident and speak up about anything you don't understand or think is unfair.

When you sign your contract, you are agreeing to the terms and conditions; so, you need to make sure that you do agree with what's in your contract. If

there is something you don't like the sound of, you have the right to negotiate this with your boss.

Unless you express that you are unhappy, your boss will not know there is an issue that needs to be solved. Have a look at the other resources for more info on understanding contracts and how to go about negotiating them with your boss.

Good communication between you and your boss should not stop after discussing your contract. The conversations you have with your boss should keep being open, honest and transparent throughout your working relationship.

Your boss should keep you up to date on changes in the business and ask you for feedback and opinions on business matters. This will help you feel like part of the team and keep you interested in the business.



It's a good idea for you to let your boss know if you ever have any problems with how they are managing something, or if you feel you're being treated unfairly. It's best to test your thinking out with a workmate or friend first, just to be sure that you're not over-reacting or you have misread the situation. Also, it's good to tell your boss if you have something going on in your personal life that may affect your ability to work.

The more communication, the better your relationship with your boss will be. You'll be able to understand each other well and know what you both want to achieve. This makes it easy for you to respect and support one another, which is really important for a good working relationship to form between you. A good relationship with your boss will lead to you being happy in your new working environment, and you'll be able to focus on doing the best job possible.



Activity

Now that you know how to get off to the best start in your new working environment, here's a little test to see what you remember:

- Is it OK to discuss the terms of your contract with your boss?

- What are three things you need to remember to build a good relationship with your boss?

1)

2)

3)

- When should you read a job description?
