

Going to Work Series

How to Get a Job – Understanding Work Schedules

Easter H. Tucker
Family and Consumer
Sciences Specialist

Understanding your work schedule is an important part of any job. Employers use schedules to get work done in the least expensive way.

After you have been hired for a job, it is important to learn the rules of the organization. **One major rule of any organization is to keep the work schedule** which tells you when to report for work. It is best to arrive at least 5 to 15 minutes ahead of schedule. This will show that you are reliable and eager to begin your work day.

You are usually taught how to read a work schedule when you

start to work. In some cases, you may be required to work a split shift which requires working several hours followed by more than an hour break. Then you would return to work for several more hours. For example, you may work from 6 a.m. to 10 a.m. then leave and return at 5 p.m. and work till 9 p.m.

There are two kinds of work schedules. Some tell you when you have to work. Others tell you what to do, as well as when to do it. **Work Schedule 1** is an example of a work schedule that tells you when and what you have to do.

Work Schedule 1						
The Burger Bar						
July 21-28 Shift 4 p.m. - Midnight						
NAME	M	Tu	W	Th	F	Sa
David Cook 1	Deep Fry Area	Bread Area	Grill Area	Bread Area	Bread Area	Deep Fry Area
Kathy Cook 2	Grill Area	Salad Area	Deep Fry Area	Grill Area	Deep Fry Area	Grill Area
John Cook 2	Bread Area	Grill Area	Salad Area	Deep Fry Area	Grill Area	Bread Area
Mary Cook 1	Salad Area	Deep Fry Area	Bread Area	Salad Area	Salad Area	Salad Area
Jill Cashier	Front Counter	Drive Thru	Front Counter	Drive Thru	Front Counter	Drive Thru
Joey Cashier	Drive Thru	Front Counter	Drive Thru	Front Counter	Drive Thru	Front Counter

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Please answer the following questions concerning **Work Schedule 1** on page 1.

1. What week is this work schedule for?

2. What shift does Joey have? What day?

3. Is Jill a cashier? ___ Yes ___ No
4. What does Jill do on Monday and Tuesday?

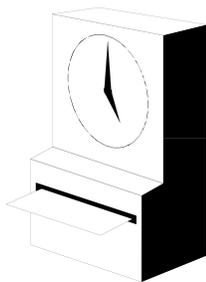
5. When does Mary work in the bread area?

6. Who works the drive thru on Wednesday?

7. Who works in the deep fry area on Friday?

8. How many days does John work in the grill area? _____
Which days? _____

9. Who works Tuesday, Thursday and Friday?



Work Schedule 2 below is an example of a work schedule that tells you when you have to work. John, Joyce, Jessie and Mary are full-time employees, and Jan is part-time. Each employee is required to report to work 30 minutes before each shift. This will cover for their lunch breaks (most jobs require the employee to come in early or stay later to take care of time spent for meals). Please answer these questions regarding Work Schedule 2.

1. What week is this work schedule for?

2. Who works from 12 p.m.-8 p.m. on Thursday?

3. Does any worker work two shifts in a row?
___ Yes ___ No
4. What shift does Jessie work on Thursday?

5. What shift does Mary work on Friday?

6. What day is John off? _____
7. How many days does Jan work? _____
How many hours? _____
8. How many days does Jessie work the day shift? _____ Which days are they?

Work Schedule 2

**Fran's Beauty Shop
August 21-26**

	Day Shift 9 a.m. - 5 p.m.	Mid-day Shift 11 a.m. - 7 p.m.	Evening Shift 12 p.m. - 8 p.m.
Monday	John	Jessie	Mary
Tuesday	John, Jessie	Joyce	Mary
Wednesday	Joyce, Mary	John	Jan
Thursday	Jessie, Joyce	Jan	Mary
Friday	Jan, Jessie	Joyce	John
Saturday	Mary, Joyce	John	Jessie

Work Schedule 3

Jetson Chemical Plant

June 1-14

Shift 7 a.m. - 3 p.m.

Week 1

	M	Tu	W	Th	F	Sa	Su
Worker 1	off	Arnold	Arnold	Arnold	Arnold	Arnold	off
Worker 2	Matthew	off	off	off	off	Matthew	Matthew

Week 2

	M	Tu	W	Th	F	Sa	Su
Worker 1	off	off	off	Arnold	Arnold	Arnold	Arnold
Worker 2	Matthew	Matthew	Matthew	off	off	Matthew	Matthew

There are many different work schedules. **Work Schedule 3** is an example of a “shift work” schedule.

1. How many days in **Week 1** does Arnold work? _____
2. Who works on Thursday in **Week 1**?

3. How many days in a row does Arnold work in **Week 2**? _____
4. How many days off does Matthew have in **Week 1**? _____

In reading your work schedule, it is important to know exactly when and where you are to work and what work you are expected to do. Here are some helpful ideas for being successful in following your work schedule.

- Always write down your schedule after it is posted.
- Look at the work schedule daily for any changes.
- If you need to be off on a certain day, let your supervisor know at least two weeks ahead of time.

- If for some reason you cannot go to work, call your supervisor at least four hours before you are scheduled to work. That way he/she can find a replacement for you. Don't have a friend, spouse or parent call and lie for you. If you are able, you should call.

The work schedule is an important part of any job. Keep a marked calendar at home to remind you and your family about your work time. Know your work schedule and be on time.

References

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This material was prepared by Dorothy Taylor, Extension family life specialist, The Texas A&M University System, and Jeffrey R. Guidry, graduate assistant, Minority Job Skills Project, The Southern Rural Development Center at Mississippi State University, and is recommended to Arkansans by Easter H. Tucker, family and consumer sciences specialist, University of Arkansas Division of Agriculture, Cooperative Extension Service, Little Rock, Arkansas.

EASTER H. TUCKER is family and consumer sciences specialist with the University of Arkansas Division of Agriculture, Cooperative Extension Service, Little Rock.

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