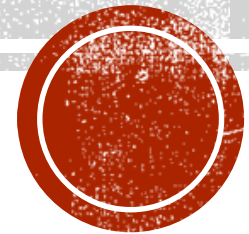


# **YOUR FIRST DAYS ON THE JOB**

MCCTC Career Based Intervention Program



# YOU'RE HIRED

- Your interview went well and you have received an offer.
  - **Offer:** an offer by an employer to hire you for a certain job.



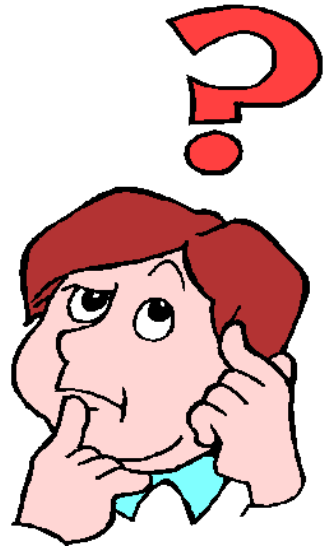
# WHAT ARE THE TERMS OF THE OFFER?

- **Terms:** the details of the offer.
  - Job Title
  - Pay
  - Extras that go with the job.
  - How many hours a week you are expected to work.
  - When you will start.
  - How long the job will last.



# DO YOU WANT THE JOB?

- You do not have to accept the job offer. You can reject the offer if it is not for you.
- Why reject the offer?
  - Maybe the job is not a good match for you after all.
  - Maybe you have been offered a better position somewhere else.
  - Maybe the offer does not have the benefits, or the hours you need.
  - Maybe the pay is not what you think it should be.
  - Maybe there isn't enough room for advancement.
- Thank the employer for the offer and tell them that the job is not right for you.
  - Send a thank you letter and say good things about the company.



# YOU MAY TRY TO NEGOTIATE.

- If you don't like the terms of the offer, you could negotiate.
  - **Negotiate:** to try to get better terms.
    - You can try to get better pay.
    - Benefits.
    - More or less hours per week.
- Be polite when you ask, the employer does not owe you anything. They will not hire you if you seem unhappy with the job offer.



# YOUR FIRST DAY OF WORK WILL BE A BUSY DAY!

- Make sure to dress appropriately for the job.
- If you don't know what to wear, **ASK**.
  - **Dress Code:** a description of clothes that are appropriate for work.
- If there ever is a question in your mind as to what to wear, ASK. Don't just show up in what you think is appropriate.
- Ask if there is a uniform.



# GET DIRECTIONS FROM YOUR SUPERVISOR

- Find your supervisor as soon as you get to work.
  - Ask your supervisor for direction, not a coworker.
  - Listen carefully to what they are telling you.
  - If you don't understand something ask about it.
  - Follow your directions exactly. You may not understand why something is done a certain way, but as a beginner just do it. After you have been there for a while you will learn why.
  - A new hire does not need to be asking why all the time.



# YOU MAY START WORK RIGHT AWAY

- Sometimes new workers don't get a lot of directions before they start, they are expected to figure it out on their own.
  - If this happens to you, don't panic.
  - Look around where you work.
  - You may see things that need to be done.
  - Ask your boss if you should do them.
  - Eventually you will learn what needs to be done.
  - Do not wait to be told what to do, just start working.



# ASK FOR HELP WHEN YOU NEED IT

- There may be a lot for you to learn in your new job.
- You may need some help at first and this is normal.
- Ask for help if you need it.
- If you don't know how to do something ask your supervisor.
  - Do not say you know how to do something and then ask a coworker after the boss leaves. They understand that you don't know everything and will not think less of you if you ask for help.
- If your supervisor is busy, then ask an experienced coworker.



# YOU MAY HAVE AN ORIENTATION

- Orientation: a program that introduces employees to a company.
  - You will learn how the company does things.
  - You will learn the company rules.
  - Sometimes if the company is large you may have orientation with a group of people.
  - If they give you any information to take home make sure that you read it carefully and understand it.
    - Saying “I didn’t know”, is not an excuse in the work place.



# YOU MAY BE GIVEN A TOUR

- Find out where to put your things.
  - Some places have lockers or cubbies just like in school.
- Find out where you will take your breaks.
  - Do you know where to sit during your breaks?
  - Do you know where you can eat lunch?
  - Some places have a lunchroom some just a break area.
  - Some places allow you to go outside when you take a break.



# YOU WILL DO PAPERWORK ON YOUR FIRST DAY

- If you have a personal fact sheet bring it with you on your first day.
  - You will fill out an I-9 and a W4.
    - An I-9 shows that you are allowed to work in the United States.
    - A W4 tells how much tax to withhold from your paycheck.
- You will need to know or bring your Social Security number with you.
- You will need to bring proof that you are allowed to work in the United States.
  - Bring your ID that has a photo of you on it.
  - Bring your birth certificate
  - Bring your Social Security Card
- Bring Your Work Permit
  - Ask for or print a copy and take it with you to work. This will need to be filed with the school or you cannot work. (under 18)





Employment Eligibility Verification  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 08/31/2019

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)		Apt. Number	City or Town		State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [ ][ ] - [ ][ ] - [ ][ ][ ]		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.
1. Alien Registration Number/USCIS Number: _____ <b>OR</b> 2. Form I-94 Admission Number: _____ <b>OR</b> 3. Foreign Passport Number: _____ Country of Issuance: _____
QR Code - Section 1 Do Not Write in This Space

Signature of Employee	Today's Date (mm/dd/yyyy)
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**Preparer and/or Translator Certification (check one):**

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



Employer Completes Next Page



## Form W-4 (2019)

**Future developments.** For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** You may claim exemption from withholding for 2019 if **both** of the following apply.

- For 2018 you had a right to a refund of all federal income tax withheld because you had **no** tax liability, **and**
- For 2019 you expect a refund of all federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2019 expires February 17, 2020. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

### General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2019 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income not subject to withholding outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2019. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

**Filers with multiple jobs or working spouses.** If you have more than one job at a time, or if you're married filing jointly and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

**Nonwage income.** If you have a large amount of nonwage income not subject to withholding, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Additional Income Worksheet on page 3 or the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to find out if you should adjust your withholding on Form W-4 or W-4P.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

### Specific Instructions

#### Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

**Line C. Head of household please note:** Generally, you may claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

**Line E. Child tax credit.** When you file your tax return, you may be eligible to claim a child tax credit for each of your eligible children. To qualify, the child must be under age 17 as of December 31, must be your dependent who lives with you for more than half the year, and must have a valid social security number. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

**Line F. Credit for other dependents.** When you file your tax return, you may be eligible to claim a credit for other dependents for whom a child tax credit can't be claimed, such as a qualifying child who doesn't meet the age or social security number requirement for the child tax credit, or a qualifying relative. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total

\*\*\*\*\* Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records. \*\*\*\*\*

Form <b>W-4</b> Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 <b>2019</b>	
1 Your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."			
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. <input type="checkbox"/>			
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)		6		5	
6 Additional amount, if any, you want withheld from each paycheck		7		6	
7 I claim exemption from withholding for 2019, and I certify that I meet <b>both</b> of the following conditions for exemption. • Last year I had a right to a refund of <b>all</b> federal income tax withheld because I had <b>no</b> tax liability, <b>and</b> • This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no</b> tax liability. If you meet both conditions, write "Exempt" here		8		7	
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ▶					
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)		9 First date of employment		10 Employer identification number (EIN)	

