

# **WORKPLACE 101**

(FOR STUDENTS)



# WORKPLACE 101

## OVERVIEW

PART I: The Job Hunt and The Job Hunter

Pre-Employment Requirements

Your First Interview

Knowing Your Salary

PART II: The Work and The Place

Contract Types & Regularizations

Onboarding You & Your Job (Benefits)

“Anti-Pasaway Policies”

Understanding Performance Management

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# FIRST JOB



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Who cares about doctors, lawyers or cops? Check out...

# LESLIE, UNEMPLOYED

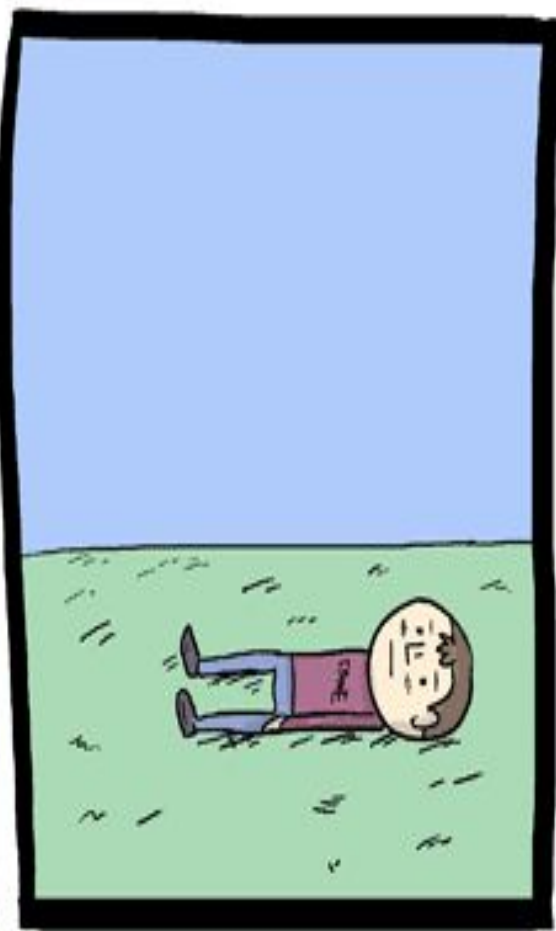


Who cares about doctors, lawyers or cops? Check out...  
**LESLIE, UNEMPLOYED**









Mikey Heller © 2010 [timetrabble.com](http://timetrabble.com)

# WHAT IS UNEMPLOYMENT?

According to TheBalance, UNEMPLOYMENT refers to the number of people who are available and looking for work but who are unable to find jobs.

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# THE JOB HUNT & THE JOB HUNTER

“Gusto ko ng bagong gadget kaso wala akong budget!” -  
Lakompera, 2019 (P. Balbuena)

<https://www.youtube.com/watch?v=teBbRwPI-xE>

# JOB HUNT CHECKLIST

## THE APPLICATION

How will you actually apply if you do not know **WHERE** to apply in the first place?

Job boards

Websites

Referrals

## THE LOCATION

Can you really go that area?

No, really, ask yourself again!

Consider traffic, lodging...  
EVERYTHING!

**(ONSITE - TRANSPORTATION  
OPTIONS,**

**WFH - TIME DIFFERENTIAL)**

# **JOB HUNT CHECKLIST**

## **THE INTERVIEW**

The make-or-break event that will lead you to your first pay (and first budol).

## **THE REQUIREMENTS**

Understanding the 8 requirements that will make it easier to get started.

# 20%

% OF STUDENTS PREPARED  
TO JOIN THE WORKFORCE

SOURCE: INSIDE HIGHER ED

# THE APPLICATION & THE LOCATION

ORGANIZATIONAL SKILLS

## JOB BOARDS

PRO TIP: Apply to jobs that are new!

Kalibrr, LinkedIn, Jobstreet

## WEBSITE CAREER PAGES

PRO TIP: Send emails to HR!

## SOCIAL MEDIA

PRO TIP: Join interest groups on Facebook!

Reddit, Discord



# THE APPLICATION & THE LOCATION

TIME MANAGEMENT SKILLS

PERFORMANCE MANAGEMENT  
SKILLS

## YOUR TRAVEL TIME

Identify the amount of time it takes for you to get to the work location in the best and worst circumstances possible!

## YOUR MODES OF TRANSPORTATION

Identify the various and most optimal ways to get to your possible work location; check how many rides it will take you and for probable WFH setups!

# THE INTERVIEW

CONFIDENCE SKILLS

COMMUNICATION SKILLS

INTEGRITY

## BACKGROUND PHASE

Identify your company's background and industry

## INTERVIEW PHASE

Increase your preparedness for the interview

## FOLLOW UP PHASE

Inquire your status politely and wait for the results

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# THE INTERVIEW PHASE DO'S AND DON'TS

## DO YOUR HOMEWORK

Read the job description.

Read the website.

Read about the culture.

ASK around!

## DO NOT OVER OR UNDER DRESS

Be presentable but not  
distracting to the interviewer.

# THE INTERVIEW PHASE DO'S AND DON'TS

## DO LISTEN AND RESPOND

Do not run circles around the questions and answer while using examples from your experience.

## DO NOT FALSIFY INFO

Be a person of integrity.

Answer as best as you can.

Be honest.

# THE INTERVIEW PHASE DO'S AND DON'TS

## DO ASK QUESTIONS

Ask about  
the role,  
the job,  
the environment,  
the team, and  
clarify vague statements!

## DO NOT SPEAK OVER THE INTERVIEWER

Be vigilant in answering the questions but do not rush in finishing the questions (and assumptions) of the interviewers.

Explain properly.

Do not over explain.



# EMPLOYMENT REQUIREMENTS

PSA Birth Certificate

NBI Clearance

Diploma & Transcript of Records (Certified  
True Copy or Photocopy)

Government Numbers

SSS

PhilHealth

HDMF/PAG-IBIG

TIN - [www.bir.gov.ph](http://www.bir.gov.ph)

Cedula (C.T.C.) - City Hall, Student,  
Unemployed

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# KNOWING YOUR SALARY

## CHECK YOUR JOB DESCRIPTION

Know what tools you will need and understand the extent and the depth of the work that you will be doing on your own!

## CHECK YOUR PERSONAL NEEDS

Identify what will be amenable to you at this time in terms of personal needs and future needs.

## DO YOUR RESEARCH, ASK AROUND

Ask your friends, ask your teachers and if you are feeling a little frisky, ask the interviewer too!

# THE WORK & THE PLACE

“Hindi ko inakala na magkakaganito, wala namang nagsabi na malabo ang mundo!” - San Man Patungo, 1999 (Parokya ni Edgar)



1st DAY



101st DAY



1<sup>st</sup> DAY



101<sup>st</sup> DAY





# CONTRACT TYPES

## PROBATIONARY CONTRACTS

Generally Full Time

Generally leads to regularization

Generally has mandatory benefits (Make it clear who will pay these benefits)

# CONTRACT TYPES

## PERIOD - BASED CONTRACTS

Generally time - bound (piece rate, 15 days, 3 months, a year)

May lead to absorption / probation

Generally has mandatory benefits

OTHER TERMS: CONTRACTUAL, PROJECT-BASED, ENDO

# CONTRACT TYPES

## INDEPENDENT CONTRACTORS

Generally Part Time

Generally only works with salaries and commissary rates  
(hourly or project)

OTHER TERMS: FREELANCING

# CONTRACT TYPES

## IMPORTANT NOTE:

READ the contract and SIGN the contract.

Without the contract, it cannot be counted as a working experience. You will not have a COE (Certificate of Employment or Engagement)

# WHY ARE CONTRACTS IMPORTANT?

## WHEN THERE IS A CONTRACT

Nothing can be allowed to “slide”. If the contract is not followed then it is broken.  
Zhongli, 2021

# THE ONBOARDING

## THE HISTORY

Knowing how the company started  
and how it got here

## THE COMPANY

Knowing the company's industry,  
mission-vision and future plans

## THE LOCATION

Knowing where things are located and  
where to drink your coffee!

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# THE ONBOARDING

## THE PEOPLE

Knowing who you will report to and the people that you need to take note of!

## THE ROLE

Knowing what you need to do and how you need to do it moving forward. Oh, your tools too!

## THE POLICIES

Knowing how you will not get sacked during your first year

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# WORKPLACE POLICIES

...that you actually need to know

## ATTENDANCE & PUNCTUALITY

Grace periods? Never heard of 'em!

## EMPLOYEE BEHAVIOR

Keep calm and drink your coffee.

Communication Medium:  
English Only?

## THE DRESS CODE

Dress for success but dress appropriately!

## COMPANY ASSETS

Yours to use but not yours to keep! (Unless otherwise stated)

Laptop? Office Use Only?



## Business Professional Attire

vs

## Business Casual Attire

Neat,  
professional  
hairstyle

Neat  
hairstyle

Conservative  
tie

Long  
sleeve  
shirt

Dark  
socks

Professional  
shoes

Polo shirt,  
sweater, or  
collared knit  
shirt

Belt with  
an optional  
tie

Leather  
shoes

Solid color  
polo/knit  
shirts

Twill or  
cotton  
pants or  
skirts

Pantyhose

Moderate  
shoes

# PERFORMANCE MANAGEMENT

THE LAUNDRY LIST

- JOB DESCRIPTION AND DEVELOPMENT PLANS
  - COMPETENCIES
  - KEY PERFORMANCE INDICATORS (KPIs)
  - OBJECTIVES AND KEY RESULTS (OKRs)
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# Sample Job Description

## JOB AD

### NOW HIRING! STAFF ACCOUNTANT

#### JOB DESCRIPTION

ABC Company is looking for a staff accountant with 3-4 years of accounting experience. The role is responsible for assisting in preparing balance sheets, profit and loss statements and other reports to explain current and projected company financials, processing accounts payable transactions and aiding in month-end and year-end closes, among other responsibilities. We're a fast-growing company that focuses on excellent customer service and utilizing new technologies to provide the best for our clients.

#### JOB RESPONSIBILITIES

- Assist in preparing balance sheet, profit and loss statement and other reports to explain current and projected company financial position
- Process accounts payable transactions, ensure adequate supporting documentation exists
- Assist in entering fixed assets in Dynamics GP
- Aid in month-end and year-end closes
- Analyze financial information detailing assets, liabilities and capital
- Audit contracts, orders and vouchers, and prepare reports to substantiate individual transactions prior to monthly close process
- Establish, modify, document and coordinate the implementation of accounting and accounting

# PERFORMANCE MANAGEMENT

THE LAUNDRY LIST  
**JOB DESCRIPTION AND  
DEVELOPMENT PLANS**

CONTAINS YOUR  
RESPONSIBILITIES  
AND THE PROFILE  
REQUIRED FOR YOUR  
WORK

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# Sample Competencies

## Competency Scores

SORT 

COLLAPSE 

### WELL ABOVE AVERAGE



Organisation



WELL ABOVE AVERAGE  
93<sup>rd</sup> Percentile



Directing Action



WELL ABOVE AVERAGE  
91<sup>st</sup> Percentile

### ABOVE AVERAGE



Emotional Intelligence



ABOVE AVERAGE  
84<sup>th</sup> Percentile



Sales Tenacity



ABOVE AVERAGE  
83<sup>rd</sup> Percentile



Customer Focus



ABOVE AVERAGE  
82<sup>nd</sup> Percentile



Resilience



ABOVE AVERAGE  
81<sup>st</sup> Percentile



Self-Insight



ABOVE AVERAGE  
73<sup>rd</sup> Percentile



Managing Talent



ABOVE AVERAGE  
72<sup>nd</sup> Percentile

# PERFORMANCE MANAGEMENT

THE LAUNDRY LIST  
**COMPETENCIES**

ORGANIZATION

DIRECTING ACTION

EMOTIONAL INTELLIGENCE

SALES TENACITY

CUSTOMER FOCUS

RESILIENCE

SELF-INSIGHT

MANAGING TALENT

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# Sample KPIs



## MARKETING & SALES

- Sales quotas and targets
- Average profit margin
- Sales by lead
- Sales by region
- Cost per lead



## HUMAN RESOURCES

- Employee turnover
- Analysis of cross-team functionality
- Employee satisfaction
- Absenteeism (Bradford Factor)
- Training return on investment



## SCHOOLS & COLLEGES

- Test scores
- District or national rankings
- Skills and literacy levels
- Enrollment and graduates
- Athletics standings



## MANUFACTURING

- Safety compliance
- Quality assurance
- Cycle time and cycle time ratios
- Inventory levels
- Order tracking/delivery time

# PERFORMANCE MANAGEMENT

## THE LAUNDRY LIST KEY PERFORMANCE INDICATORS

A performance indicator or key performance indicator is a type of PERFORMANCE MEASUREMENT.

KPIs evaluate the success of an organization or of a particular activity in which it engages.

ENGAGEMENT

ENERGY

INFLUENCE

QUALITY

PEOPLE SKILLS

TECHNICAL ABILITY

RESULTS

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# PERFORMANCE MANAGEMENT

## THE LAUNDRY LIST OBJECTIVES AND KEY RESULTS

Effective OKRs represent meaningful change, improvement and growth. They're our priorities for the next 30-90 days.

Effective Objectives are meaningful, audacious and inspiring.

Effective Key Results are specific and timebound, aggressive and realistic, and measurable and verifiable.

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# ON COMMUNICATION

“When communicating, make sure to be both clear and be precise. Understand the tone of your voice and if your intent is similar to the way you present it to the others.”

