

Name

Date

Starting a New Job Vocabulary

Words You Need to Know:

Attitude	how a person feels about people, thinks about people, and acts toward people
Body Language	how a person sits, stands, or moves that tells others how he or she feels
Coworker	a person who works with another employee
Dependability	the characteristic of always doing what you say you will do
Employee	a person who works for an owner or store manager
Employer	a person who hires others to do jobs
Foreman	a person who is responsible for the work of others
Fringe Benefits	what a person gets from doing a job in addition to pay, such as health insurance
Grooming	making oneself clean, neat, and attractive
Initiative	the desire and drive to do things without being told to do them
Loyalty	the characteristic of being faithful
Promotion	a move from one job to another job in the same company with more responsibilities and usually more pay
Punctual	the characteristic of being on time
Supervisor	a person who is in charge of others