



JOB TIPS & Tricks



What to do when laid off:

- Put your name on the out-of-work list
- File for unemployment
- Call your Council Representative
- Start your job search immediately
- Call the training center and schedule a class
- Network - gather names and numbers
- Don't burn bridges
- Adjust your budget as needed

When looking for a job:

- Don't refuse short-term jobs
- Be versatile in your craft/training
- Call the training center/union when you go back to work
- Dress appropriately (work boots, PPE and tools at the ready)
- Build a good reputation. Start early. Don't let weather be a factor.
- Keep your eyes and ears open and have a positive attitude
- Voicemail on your phone should sound professional
- Be aware of background checks/drug testing policies
- Be willing to travel

Apprentice Helpline:

877-877-9992

www.northcountrycarpenter.org

What your employer expects:

- Come to work every day, on time, including from breaks or lunch
- Have the appropriate tools
- Wear proper work attire/practice good grooming
- Be aware of/adhere to the employer's policies
- Work safely and be aware of your surroundings
- Care about the quality of your work
- Have a positive attitude
- Stay off your phone
- Follow directions and ask questions
- Be honest and dependable
- Take the initiative and work hard
- Communicate well and get along with others
- Be cooperative and perform assigned duties
- Be fit for duty (alcohol-and drug-free)
- Be prepared to work overtime
- Recognize problems and find solutions
- Finish a job on time without sacrificing quality
- Keep your personal life out of the workplace

First day on the job:

- Be early with work boots, PPE and tools at the ready
- Know where you're going (parking, directions, traffic, etc.)
- Be prepared with appropriate clothing
- Know who you should report to
- Make sure you are current on dues
- Have your union card and training card on you