WORK: PRACTICES & ATTITUDES

Intercultural Communication
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Riesky, English Department UPI
Miracles can be made, but only by sweating.

an Italian industrialist

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Finding a Job

• **Preparation**
  - Know your ability
  - Go searching for information about job vacancies (newspaper ads, job placement agencies, internet)

• **Networking**
  Becomes important in relation to widening your chance of getting information or being known by others.
Resume Development

- It is about “selling yourself” through the use of resume and cover letter
- A resume: a summary of professional goals or objectives, education, previous jobs, professional skills, accomplishments, and honors.
- A cover letter: a letter containing a brief information about one’s professional background together with the position s/he wishes to apply.
• **The interview**
  - It is worth remembering that “You are what you say”
  - Personal appearance and hygiene should be carefully taken into account.
  - Some common questions in an interview may be culturally problematic to some people.
  - many Asians are taught not to boast about their individual accomplishments.

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Employer-Employee Relationships

• The nature of the relationship is casual; however status and hierarchy in the United States organizations do exist.
• Outward appearances (i.e. people’s interactions) make this fact less obvious.
• Subordinate-superior relationship is often characterized by the use of first names in daily conversations. Many outsiders may find it difficult to identify “who the boss is”.

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On-the-Job Communication Skills

• Directness and honesty becomes one of the important issues here.
• When you don’t understand, say that you need some more explanations.
• Silence may be seen as the sign of boredom or being uninterested.
• Active verbal interaction becomes an integral part in American business meeting.
“Time is money”

• One of American values: “time flies.”
• Promptness and punctuality are major expectations in American workplace.
• Common workdays: 8-4, 9-5
Workaholics

- Two views on workaholics:
  - Valuable members of society: productive and embody the values of achievement and efficiency
  - Recently seen a form of abuse to one’s physical and mental state.

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Work Ethic

• Action and work orientation is one of American values. Work often define people; their identities come from what they do.

• Driven by “achievement motivation”, people try hard to be productive and they work hard for this.

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Reactions to Work

• People work to survive; they work to make a living.

• However, besides for survival, your job can say other things about you. “What you do” can reflect “What you are” and “Who you are”
References: