

# Do's and Don'ts for Newly Hired Apprentices

**Directions:** This T-chart provides clear guidelines for newly hired apprentices to navigate their roles effectively, ensuring they contribute positively to the workplace environment while avoiding common pitfalls that can impact their performance and reputation. Share this with your students who aspire to become an apprentice.

| Do  | Don't   |
|---|---|
| <b>Ask questions when unsure.</b><br>Asking questions shows initiative and ensures tasks are done correctly.                          | <b>Assume you know everything.</b><br>Assuming knowledge requires seeking clarification to avoid mistakes.                                    |
| <b>Be punctual and reliable.</b><br>Punctuality and reliability build trust and demonstrate professionalism.                          | <b>Be consistently late or absent.</b><br>Chronic lateness or absenteeism disrupts the workflow and shows a lack of commitment.               |
| <b>Dress professionally as per guidelines.</b><br>Professional attire reflects respect for the workplace and company culture.         | <b>Dress inappropriately for the workplace.</b><br>Inappropriate dress can create a negative impression and violate company policies.         |
| <b>Respect colleagues and supervisors.</b><br>Respecting colleagues and supervisors fosters a positive work environment.              | <b>Engage in gossip or office politics.</b><br>Engaging in gossip or office politics can harm relationships and morale.                       |
| <b>Seek feedback and learn from it.</b><br>Seeking and accepting feedback promotes personal and professional growth.                  | <b>Disregard feedback or constructive criticism.</b><br>Disregarding feedback hinders personal improvement and professional development.      |
| <b>Follow company policies and procedures.</b><br>Following company policies ensures compliance and contributes to smooth operations. | <b>Violate company policies or ethical guidelines.</b><br>Violating company policies or ethical guidelines can result in disciplinary action. |
| <b>Maintain confidentiality.</b><br>Maintaining confidentiality builds trust and protects sensitive information.                      | <b>Share confidential information.</b><br>Sharing confidential information breaches trust and may have legal consequences.                    |

| Do  | Don't   |
|---|---|
| <b>Collaborate and communicate effectively.</b><br>Effective collaboration and communication enhance teamwork and productivity.       | <b>Ignore teamwork or refuse to cooperate.</b><br>Ignoring teamwork or refusing to cooperate undermines team goals and productivity.      |
| <b>Take initiative and show eagerness to learn.</b><br>Taking the initiative demonstrates motivation and contributes to team success. | <b>Display a passive or indifferent attitude.</b><br>Displaying a passive attitude can be perceived as disinterest or lack of engagement. |
| <b>Adhere to safety protocols and guidelines.</b><br>Adhering to safety protocols ensures a safe work environment for everyone.       | <b>Compromise on safety standards.</b><br>Compromising on safety standards jeopardizes the well-being of oneself and others.              |