**Keeping a Job: Vocabulary Definitions**

1. Evaluate – v. – to assess, test; form an idea, value or number

My supervisor **evaluates** employees twice a year to make sure they’re doing a good job.

1. Excessive – adj. – more than is necessary or needed; too much

If you text or call too much while at work, your supervisor may warn you about **excessive** phone use while at work.

1. Lazy – adj. – unwilling to work or be active; idle, inactive, slow-moving
2. Loaf – v. – to waste time; idle, aimless, wandering

**Lazy** employees **loaf** around; they are not productive.

1. Independence – n. – self-rule, self-government, liberty, freedom
2. Reliability – n. – being trustworthy; performing well; accurate
3. Creativity – n. – use of imagination for new ideas; artistic

Employers value employees who demonstrate **independence**, **reliability** and **creativity**.

1. Violation – n. - disobey, not follow or break the law or rules, abuse, infraction

It’s a **violation** of our company’s safety policy to not wear gloves. You shouldn’t do that.

1. Prohibited – adj. – forbidden, banned, not allowed, NO

Smoking in class is **prohibited** at the Hubbs Center. It’s not allowed. You can’t do that.

1. Behave – v. – act, conduct yourself, follow, obey
2. Let go – v. – allow to escape, be free; release, surrender; fire, dismiss from work\

If you **behave** inappropriately at work, your boss might **let you go,** or fire you.

1. Handle – v. – manage with responsibility; feel with hands; hold, grasp, lift

A good manager can **handle** a variety of responsibilities.

1. Warning – n. – possible danger or problem; caution
2. Improper – adj. – not accepted according to rules or standards or policies; rude, impolite
3. Unacceptable – adj. – not satisfactory; not allowable, bad, poor

You might receive a **warning** from your shift supervisor if they feel your behavior in

the workplace is **improper** or **unacceptable.**

1. Skilled – adj. – ability, training, knowledge to perform a task; experienced, qualified
2. Perform – v. – carry out, accomplish, fulfill a task/job

Companies are eager to hire **skilled** workers who can **perform** well on the job.

1. Assist – v. – help, aid, share work` Helpful people like to **assist** others.
2. Depend on / rely on – v. – to trust; to be determined or decided by

Co-workers who work well together can **depend on** and **rely on** each other.