Standard: IBT-1 Employability Skills : Reading a Handbook

Directions: Use PDF or website link to answer questions as it relates to the handbook.

Please use complete sentences and use correct grammar when answering questions (-10 per error)

Website: -<https://drive.google.com/file/d/1SmLgS25rKAabArjywLVDSjB27NSDfl3e/view?usp=sharing>

<http://wmsbe.weebly.com/uploads/7/5/9/8/7598293/sample_5_burger_king_newhirepacket2013.pdf>

| Question | Answer |
| --- | --- |
| What are the names of the 7 policies that are listed in this Handbook? |  |
| How do you verify $20.00 bills from customers? |  |
| What hours are needed to be considered a full time employee?  A part time employee? |  |
| How many days is the probation period? |  |
| What is considered job abandonment? |  |
| What are the consequences for being tardy?  1st offense  2nd offense  3rd offense |  |
| What is pay at time of separation? |  |
| Does this company give out loans to its employees? Yes or No |  |
| Give two examples of misconduct that can lead to immediate termination? |  |
| Give 2 examples of acceptable attire ? |  |
| If your cash drawer is short $50 dollars what will happen to you as a consequence? |  |
| Are you allowed to take home an employee meal? Yes or No |  |
| When is the back door open? |  |
| Name 2 circumstances that need immediate response from the operations team. |  |
| Who is not eligible for employment within the company? |  |