



10 BIGGEST MISTAKES PEOPLE MAKE WHEN ACCEPTING A JOB

(And Ways to Avoid Them)

1. They accept a job without carefully investigating the company's operation (i.e., its business reputation, credit rating, financial status, rate of employee turnover, etc.) and don't realize why this is important.
2. They respond to illegal advertisements and brochures.
3. They fail to recognize when they are asked illegal, discriminatory questions at the job interview and don't know what to do about it.
4. They are victimized by job misrepresentation and phony employment schemes by deceitful employers.
5. They are exploited by dishonest employment agencies, search firms, and career counselors.
6. They fail to carefully discuss and negotiate all important job terms before accepting employment.
7. They sign contracts containing restrictive covenants and other onerous provisions.
8. They forget to send a letter confirming an oral handshake and, later, are unable to prove the terms of their deal.
9. They fail to save a copy of all employment applications, contracts, and agreements they sign and are disadvantaged when they cannot refer to these documents at a later date.
10. They fail to understand their basic rights regarding job security and other terms.

FROM: THE EMPLOYEE RIGHTS HANDBOOK