



LAES has developed a series of immigrant issue instructional modules entitled "Tierra de Oportunidad" for orientation to our complex society.

Getting Along With Supervisors

In some U.S. workplaces, company policies spell out the duties of supervisors and of workers.

Workers should be aware that, in most cases, supervisors are expected to regularly evaluate the performance of the employees they supervise.

Workers should be introduced of the idea of being evaluated on the basis of explicit criteria and become familiar with those being used where they work, if there is such a process.

Workers should be aware that one objective of periodic formal performance reviews is as a learning experience.

Supervisors are expected to have some flexibility in responding to individual workers' needs.

There are some areas where flexibility may be possible e.g., flex-time and trading schedules when a child is ill, and some where it may not be, for example, workplace dress and grooming.

Before workers broach the issue of accommodating an individual concern, they should learn what supervisors can do and what they can not do.

Workers should learn to justify their requests, taking into account what they know about supervisors' concerns.

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