

Calling in Sick

You are feeling unwell and need to call your manager to let them know you won't be coming to work today.

Running Late

Your alarm didn't go off, and you are going to be 15 minutes late to work. Call your boss to inform them.

Requesting a Day Off

You need to request a day off next week. Call your supervisor and ask about the proper procedure.

Scheduling an Interview

You applied for a job and need to call the employer to set up an interview.

Confirming Your Work Schedule

You aren't sure if you're scheduled to work tomorrow. Call your manager to confirm.

Asking to Get a Shift Covered

Something came up, and you need someone to cover your shift this weekend. Call a co-worker and ask if they're available.

Following Up on a Job Application

You applied for a job two weeks ago and haven't heard back. Call to check on the status of your application.

Unexpected Request Off

You have an emergency (family emergency, car accident, etc.) and cannot make it into work. Call your supervisor to let them know you won't be in and how long you need off.

Your Idea

Add your scenario here

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