

You Got the Job...Now What?

Strategies for Keeping Your Job



1

START AT THE BEGINNING

- Get to work on time
- Be rested and ready for a few days of extra stress
- Don't plan on being the "new" person very long; get busy!
- When done with one task, find another
- Realize you may not be able to keep up with your co-workers' lifestyles (clothes, lunches, etc.) for awhile

2

LEARN THE RULES

KEEP THE RULES

- Read the new employee literature provided
- Ask questions about policies & procedures that are not clear to you
- Tardiness costs your employer money and could cost you your job
- Know what to do about absences
- Breaks and rest periods are meant to be short

3

YOU KNEW ENOUGH

TO GET THE JOB

LEARN ENOUGH TO KEEP IT!

- Give new ways a fair chance
- Ask questions
- Take notes for yourself about new procedures
- Be appreciative of help offered or given to you
- Use your common sense

4

LEARN THE WHOLE PICTURE: Learn how your job fits in with the work of your employer's entire business and do your work the boss's way until you are well-established and can offer some suggestions.

5

GET ALONG WITH OTHERS: A pleasant working atmosphere depends on everyone cooperating

6

BE AWARE OF GOSSIP AND RUMOR MILLS: Gossip and rumor mills stop with one person, YOU! If you can't say anything positive, don't talk.

7

RESPECT OTHERS: Their work and ideas, their personalities and backgrounds

8

BE LOYAL: As an employee, you are part of the team., and REMEMBER, your job depends on people's faith in the product or service of the company.

9

BE RESPONSIBLE: Admit your mistakes and learn from them, stand up for what you know is right, personal problems don't belong at work, and make sure you gather facts before acting.

10

GOOD COMMUNICATION IS IMPORTANT! Listen with your eyes as well as your ears. Discuss matters, don't argue. Watch your manners and language. Remember, you communicate with others even when you don't talk.

Congratulations and Good Luck!