

Got a New Job? Now What?

Congratulations! Getting a job is an incredible achievement. Staying employed can be different kind of challenge. Here's what you need to know (and do) to keep that job.

- 1. Show up on time and work ALL the hours you are paid to be working.** Being late for work, taking long breaks or leaving early makes you unreliable, and it will probably also make you unemployed. Why would a company pay you for hours you are not working? And remember, your employer doesn't want to hear all kinds of excuses for your absence (even if they are true), they just expect you to be at work.
- 2. Come to work looking professional.** That means being neat, clean and wearing clothes that are appropriate for the kind of work you are doing. If you don't have a uniform, be sure you know the expectations for what you should be wearing.
- 3. Don't break company rules and expectations.** You may be given written rules that are obvious, like conforming to drug testing standards. Other times you may need to ask managers or coworkers what the company expectations are (can you smoke outside?). Don't guess on what you should do. Ask someone.
- 4. Check you attitude at the door.** Everyone wants to work with people that are easy to get along with. Be positive, don't complain and NEVER get angry at co-workers. Would you keep an employee who complains all the time, always has a problem with things and starts arguments?
- 5. Work hard and do a good job.** It seems obvious, but try your best and pay attention to the quality of your work. If you want to keep your job, 'good enough' just isn't good enough.
- 6. Be a team player.** Do your best to get along with others, share the workload stay away from gossiping about people. It will come back to get you.
- 7. Be flexible and offer help where you can.** Make yourself valuable to co-workers and to your employer. It will help you keep a job, even if there are layoffs.
- 8. Respect others.** You may not like everyone you work with, but try hard to find something positive in everyone. If you can't find something positive - be polite anyway.
- 9. Listen carefully to what people are saying and don't pretend you know everything.** The general rule is to use your ears twice as much as your mouth. It is a guarantee that you will learn more and annoy people less.
- 10. Learn how to accept criticism.** Sometimes it can be hard to get, but it gives you feedback on how you are doing and it helps you know how to do things better. Your ability to respond to criticism might just be the thing that saves your job. You can't do something better if you didn't know you weren't doing it right. Even if you don't agree with what someone is saying, try to find something positive to learn from it.

The Top Ten

Check out the top ten reasons people get fired from their jobs. Don't be one of them!

- 1. Could not get along with other workers**
 - argumentative or unwilling to help out co-workers
- 2. Proved to be dishonest**
 - lied, stole things, couldn't be trusted to do what they said they would do
- 3. Did not have acceptable appearance or grooming**
 - inappropriate clothing, looked dirty and messy
- 4. Lateness and absenteeism**
 - including taking extended breaks or lunches
- 5. Used work time for personal business**
 - making cell calls, texting, using the internet, checking Social media
- 6. Could not do the tasks they were supposed to be doing**
 - and didn't improve with training or assistance
- 7. Worked too slowly, made too many mistakes**
 - didn't pay attention to quality and didn't try hard on the job to do their best
- 8. Didn't follow orders or directions**
 - argued with Managers or ignored suggestions
- 9. Bad attitude**
 - negative, clock watcher, constant complaining, appeared not to like the job
- 10. Drug/Alcohol Abuse**

Think about it.

Have you had problems with any of these behaviours in the past?

How will things be different for you now?

Planning Ahead to Keep my Job

1. Do you have any barriers that might make you late for work or absent? How are you going to deal with those barriers so they don't affect your job?

2. What are you going to wear to work? Do you know what the expectations are for what you should wear? Do you need a haircut? A new razor or nail file?

3. Do you have any written rules or policies from your Employer? Have you read them? Do you have any questions about expectations that you need to ask about?

4. Do you have any problems with attitude, anger or negativity that you need to work on? How will you try to deal with these issues?
