



## SUCCESS ON THE JOB

Congratulations, you've got the job! Now, how successful you will be on the job depends on several factors—your technical skills, your performance, and your personality. It may take a while to determine how best to fit in at the company. However, in order to succeed you must be proactive and stay ahead of the game. This includes anticipating the work to be done, learning the culture of the company, and bringing your own skills and abilities to the table. Below is a list of practical guidelines for getting ahead in your new position:

### ATTITUDE AND EXPECTATIONS

- Know what the employer expects from you, and do your best to meet those expectations.
- Learn to do your job well. Carry a notebook/notepad and take notes on everything you learn on the job. Take advantage of opportunities to improve your skills whenever training is offered. Be a lifelong learner.
- Know what success on the job means to you. Plan your career and know how your current job fits into your plans. If you want salary raises and promotions, know what your employer expects you to do in order to get them.
- Be proactive - even if there is a lull at work, don't sit idle. Ask if there is anything you can do. Have some ideas of things you'd like to help on if they don't have anything for you. Can you go to other departments and help there? Find something to do.
- Believe in yourself and in your abilities. Know your skills and apply them. Work to improve your weaknesses.
- Participate in problem solving at work. Look for problems that you can help solve. Work with your supervisor and co-workers to solve problems. Be creative and flexible. Be involved in the company's entire operation.
- Dress and groom yourself to fit into the workplace. As a new employee, always err on the side of formality.
- Be an honest employee. Your employer should be able to rely on your ethical behavior.

### TIMELINESS

- Be a dependable employee who is punctual and works whenever scheduled.
- Don't assume you automatically get all religious holidays off, and make sure to have a conversation with your supervisor about your religious observances. Be ready to provide a list of the holidays you will need off and any other time restrictions you may have. Make sure you reiterate your willingness to stay late and come in early to compensate for times you will need to leave the office early. You may also need to take vacation days for most holidays so plan accordingly.

### WORK RELATIONSHIPS

- Don't assume your supervisor knows what you are working on and how it's going. Seek out your boss and let him/her know what/how you're doing. Ask for feedback.
- Recognize the important role your supervisor plays in your job success. Listen, complete assigned tasks, and volunteer to help other staff members. Make yourself an important part of the team.
- Spend time with some people who can tell you about the hidden rules of success in your new workplace and learn about the corporate culture. Put aside some time to have lunch with these people and build relationships.
- Networking should be a top priority. Network within your new company as well as beyond your company and into other parts of your industry.
- Cooperate and be friendly with co-workers. Your success can be built on the success of the work group.

### COMMUNICATIONS

- Respond to emails and voice messages promptly. Double check grammar, spelling, and attachments for emails.
- Be aware of the potential for problems with social media, such as Facebook. Make sure you know what your privacy settings are and who you have listed as contacts, friends, or followers.
- Do not talk on the phone to friends/text at work unless you are on your lunch break and not at your desk.
- Talking to clients or co-workers on the phone is NOT the same as talking to your family or your best friend. Make sure you have a professional tone.