Keeping Your Job

Congratulations! Welcome to the wonderful world of employment. You have aced the interview, impressed the employer, accepted the job offer, and now you are ready to begin your new job. Starting a new career can be rewarding, but also challenging. As the job market continues to change, it is important to continue to improve your work habits and job skills because keeping your new job is now your top priority.

Develop Good Work Habits

The first thing employers will look at are your job habits. Before they discover your actual job skills, they will notice how well you fit into the organization. Here are some key habits:

1. Be on time

Always arrive at work and meetings at the scheduled time or even a few minutes early. Maintain a good attendance record by coming to work every day you are scheduled to work.

2. Keep your employer informed

If you will be late or miss work, call your employer. Employers will understand if you have an emergency or if you are ill. They will not be as understanding if they don't know what is happening or why you are not at work.

3. Dress appropriately

Find out what kind of clothes are acceptable at your work. If there is a dress code, follow it. Make sure that the clothes you wear are clean and suitable to the work environment. If you are seeking career advancement, observe how the managers and executives dress and follow their example.

4. Treat others with respect

Be courteous to customers, coworkers and supervisors. Greet everyone with a smile. "Good morning," "Please," "Thank you," and "Excuse me" are important communication tools. Treat other people the way you want them to treat you.

5. Work at work

Be sure you give your employer a good value each day you work. Conduct personal business during breaks, at lunch, or after hours. Don't abuse breaks; return from lunch on time. Schedule time off for appointments and vacations in advance.

6. Show Initiative

You are your most valuable asset. When you finish an assignment, take the initiative and ask for additional work. Volunteer for difficult projects. Coworkers will appreciate your help and your effort will have an immediate positive impact within the department.

7. Admit Mistakes

Don't blame others for your mistakes. If you make a mistake, immediately apologize and make plans to correct it.

8. Stay Organized

Keep yourself organized. When your supervisor gives you a job that has a deadline, you may have to work late to get the job done because missing a deadline

Have Questions?

There are 53 Georgia Department of Labor Career Centers. Each office is equipped with high-speed Internet.

Go to www.dol.state.ga.us to locate an office near you.

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reflects badly on you, your supervisor, and the department. Be flexible.

Learn About Your New Job

You got the job because the employer thought you could do the work. Don't pretend to know how to do a task, but learn what you need to know. Your employer does not expect you to know everything. Here are some suggestions:

- **Be prepared:** Use the skills you have and be ready to learn new ones.
- **Take good notes:** Ask for a job description. Remember your job duties by taking notes.
- **Ask questions:** If you are not sure how to handle the task ask questions or ask for help.
- **Follow the rules:** Learn how things work within the company. Get a copy of the employee handbook. Read it to understand the organization's culture and company policies.
- **Relate to your supervisor:** Your boss or supervisor wants you to succeed. Keep a positive attitude towards your supervisor, who is an important resource to you.
- **Relate to your coworkers:** Most of us work with others to accomplish our goals. Remember to treat these people with respect and a good attitude. Working together, you can accomplish much more than you could do by yourself.
- **Find a mentor or start networking:** A mentor will help you to grow and advance your career within the company. It is best to have a mentoring relationship with a staff member who is not your supervisor. When you attend meetings, conferences or training, take this opportunity to network with key staff members.

Advancing On the Job

In order to advance in your job, consider additional skill training to help you improve. Employees who have computer skills are in demand. Employers are also seeking people who are multi-skilled - those who are cross-trained in other career fields. Here are additional skills to help you succeed in the workplace:

- Use good communicate skills.
- Keep a positive attitude and be open-minded.
- Learn leadership and presentation skills.
- Improve your skills by attending workshops and trainings on the job.
- Spend more time listening and asking questions rather than talking.
- Be a problem solver.
- Maintain regular contact with your supervisor.
- Challenge yourself by accepting new responsibilities.

Websites for Keeping Your Job

www.nextsteps.org/keepjob/index/html
www.msnbc.msn.com/id/7588718
http://topten.org/public/AB/AB14.html

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