

## Keys to Job Success and Promotion

Once you've finally gotten the job offer and have accepted, it's time to put your best foot forward to become an employee that the employer is happy to have hired!

Here are some pointers to get your job off to a great start, help you develop a solid work history, and eventually help you earn a promotion.

### ☛ **Prove that you are dependable.**

- ◆ Be early to work by having reliable alarm clocks (with battery back-up) and reliable transportation (with back-up plans). Call if you will be late or absent according to company policy.
- ◆ Have reliable child care with several back-up plans.
- ◆ Keep a calendar so that you can schedule appointments around your work schedule.
- ◆ Check the work schedule daily for changes.
- ◆ Follow policies and do not misuse breaks.

### ☛ **Maintain a professional appearance.**

- ◆ Dress neatly with appropriately fitting clothing.
- ◆ Arrive to work with clean teeth, hair, nails, and skin.
- ◆ Wear only allowable jewelry and generally avoid body piercing and tattoos.
- ◆ Wear long fingernails only if permitted and if they do not interfere with your job.

### ☛ **Maintain the right attitude.**

- ◆ Keep a positive attitude.
- ◆ Believe in yourself and be honest.
- ◆ Accept criticism and learn from it.
- ◆ Thank those who compliment you.
- ◆ Cooperate with others. Be a team player.
- ◆ Be open-minded. Adapt to changes.
- ◆ Avoid gossip and remain neutral if others argue.
- ◆ Be willing to agree to disagree to avoid conflict.
- ◆ Don't allow yourself to be pulled down by others.
- ◆ Don't blame others or argue when people point out your errors. Accept responsibility for yourself.
- ◆ Accept others who have different personalities and different backgrounds. Appreciate diversity.
- ◆ If unable to resolve problems, share them with your supervisor before your job is negatively affected.
- ◆ Thank others for their help. Return favors to those who help you.

### ☛ **Learn and do your job.**

- ◆ Take notes, ask questions, and learn all that you can.
- ◆ Learn how to use equipment, phones, and computers and learn the guidelines regarding their use.
- ◆ Follow instructions. Know what is expected of you. Show initiative and strong work ethics. Work hard.
- ◆ Prove yourself to be a valuable asset to the company and you will be more apt to earn **pay raises** and **promotions**. Go the extra mile and mark your path to a more rewarding career! You're worth it!

For more information, contact Career Services at 229-333-2120 or 229-468-2008.

