SURVIVING ON THE JOB

Once you have been hired to do a job, it is important to keep it. Here are some tips every good employee should follow to keep your job:

Get to work on time. Start working when you should. Do not waste time getting something to drink or making conversation when you should be working.

Follow the dress code at your job. A dress code tells you what you should and should not wear. Most of the time a dress code is not written down. Watch your co-workers to find out what kinds of clothes you should wear to work. If you think an outfit might not be appropriate – don't wear it.

Follow the rules. If you do not agree with a rule, you may want to ask your supervisor about it. You could get in trouble or lose your job if you decide not to follow a rule because you do not agree with it.

Treat your co-workers in a polite and respectful manner. You do not have to like everyone you work with, but you do have to get along with them.

Complete your work. Do everything you are expected to do and work all the hours you are supposed to. If you run out of things to do, help someone else.

Ask questions. If you do not know what to do or how to do something, ask a co-worker or a supervisor.

Keep your personal life separate from your job. You need to focus on your job while you are at work, not things that are going on at home. Do not take care of personal business while you should be doing your job.

Be positive. Do not complain about your job to your co-workers. You will feel better and everyone will enjoy being around you if you have a positive attitude.

Be straightforward. If you have a problem with some part of your job, let your supervisor know in a respectful manner. If your problem is with a co-worker, you may want to talk to that person.

Getting a job is a lot of work. Sometimes it is hard to keep your job and do it well. You will find your job is much easier and enjoyable when you follow the tips above.