

## TOP 10 TIPS FOR STAYING EMPLOYED

**1. Show up ready to work every day and be on time for everything.** This includes:

- Meetings
- Appointments
- Training
- Conference Calls
- Breaks

Call your supervisor if you're running late or can't come to work. Don't just show up late or not at all! Know the effect on customer service and workload your absence and tardiness have on the company profit. This helps you understand why your boss gets mad and you don't get a raise when you're late and miss work.

- 2. Be an active listener.** Pay attention and show the speaker you're listening. Ask questions. Asking questions doesn't make you look dumb. It makes you seem interested and enthusiastic about your job. Take notes if that helps you remember or learn better.
- 3. Embrace "other duties as assigned."** It means they need you. If your boss makes a legitimate request for something beyond your job description, make your best effort to comply. You're getting paid and it will improve your image as a team player. Unless it's illegal, dangerous, or morally distasteful, avoid the phrase "That's not my job."
- 4. Work smart and be efficient.** Don't waste time, but don't rush so much that you make mistakes. Think through a process and visualize everything you'll need to get the job done. Anticipate consequences to avoid surprises. Make lists to help remember. When you're done, look for more work or ask your supervisor.
- 5. Be conscientious.** Take pride in where you work and what you do. If you're walking down the hall and see a banana peel on the ground, pick it up and throw it in the trash. Keep your work area neat.
- 6. Know and follow workplace protocol or etiquette.** Refill the copy machine, replace the tools, make the next pot of coffee, and take only as many supplies as you need. Smile and say hello to your co-workers, offer to help, and appreciate diversity. Follow the dress code and be mindful of your words and behavior at all times. A good rule of thumb is, "Don't wear, say, or do anything you wouldn't wear, say, or do in front of your grandmother."
- 7. Stay off your cell phone, the company phone, and the Internet unless it's part of your job.** Even if it's accepted behavior, you can't get your work done efficiently when you're chatting on the phone or surfing online.
- 8. Volunteer.** This doesn't mean you're "cozying up to the boss." It means you are committed to your job, staying busy, and looking for opportunities to spread your wings. Volunteering is an excellent way to learn new things which may increase your advancement opportunities.
- 9. Stay out of the grapevine.** It's the worst form of communication – full of misunderstanding, half truths, and hurt feelings. People will respect you for refusing to talk about others behind their backs. Avoid gossip and, instead, communicate face-to-face. This makes it much easier to get along with each other.
- 10. To the extent that your personal life and your boss will allow, be flexible.** Cover for someone in an emergency, help someone in another department finish a job, stay late for a customer, and come early for a staff meeting.