

KEEPING THE JOB Handout 3

GETTING THE JOB IS JUST THE FIRST STEP IN BEGINNING A CAREER – KEEPING THE JOB IS THE REAL TEST. HERE ARE SOME EXAMPLES OF THE KINDS OF BEHAVIOR THAT REFLECT A GOOD WORK ETHIC AND WILL HELP YOU KEEP YOUR JOB.



1. Be dependable. Be where you are supposed to be when you are supposed to be.
2. Be on time or notify your superiors when it is not possible.
3. Consider the impact of your absence when you call in sick or take leave. Make sure you are not missing a deadline or causing someone else to do so.
4. Cooperate to get a task done. Do you share of the work and help others who are having difficulties.
5. During brainstorming work sessions, contribute your ideas in a respectful manner and listen to the ideas of others.
6. Be willing to learn from others; try out others' work suggestions.
7. Be willing to compromise.
8. Do your share of the work
9. Be polite, friendly and respectful. Good manners cost you nothing and will gain you respect.
10. Help make your workplace a pleasant environment. Avoid gossiping, taking sides, and complaining.
11. Be sensitive to the feelings and thoughts of others even if you do not understand or agree with them.
12. Give help when possible as needed even if it is not in your realm of responsibility.
13. Be honest. If you make a mistake admit it and try harder.
14. Be flexible!

Many workers discover their first job is not as exciting as they had thought it would be. Keep a positive attitude and improve your skills. This will prepare you for more challenging work.
