

How to Get and Keep a Job

Things to keep in mind:

1. Always show courtesy and respect for co-workers, subordinates, and managers.
2. Demonstrate your loyalty to the company.
3. Be flexible.
4. Don't expect the organization to function perfectly all the time.
5. Avoid emotional outbursts. Maintain composure all the time.
6. Avoid romantic involvement with anyone at work.
7. Avoid excessive complaining.
8. Learn and use other people's names whenever possible.
9. Be a team player.
10. Share credit for successes when warranted.
11. Always try to maintain friendly and understanding work relationships.
12. Do not try to highlight yourself and your achievements to your manager at the expense of someone else who reports to him/her.
13. Do not make a habit of leaving work (mentally or physically) before quitting time and strive to arrive early whenever possible.
14. Do not use profanities at work.
15. Never discuss your salary with anyone at work except your manager.
16. Always follow through on your commitments.
17. Be optimistic. Take a positive approach whenever possible.
18. Always be honest. Admit your mistakes and suggest means for correcting errors.
19. Don't complain about an assigned task, however menial. Learn from it.

Stay Positive During Your Job Search

- **Volunteer and Network** - it can help develop skills and strengths you can reference during an interview.
- **Research your job field** - skills and opportunities in certain fields are ever changing. Do your homework to learn more about the field you want to enter and help yourself prepare for a job in that field. By staying current on things, you make yourself more marketable.
- **Keep a schedule** - if you are applying for a 9 to 5 job, get up each day during your job search as if going to work. By maintaining a schedule, you will have an easier transition once you land a job.
- **Don't Fixate on Missed Opportunities** - Just because you did not get the job does not mean you failed. Someone else simply may have been more qualified. Learn from each interview opportunity.
- **Manage Stress** - while finding a job can lead to stress, do what you can to help alleviate stress so you can remain positive during the search.