

## Job Keepers and Killers

Job Keepers	Job Killers
<p><b>Attendance</b></p> <p>Everyone gets sick and has situations come up that will keep them from making it to work. However, excessive absenteeism is a sure way to lose your job. Whenever you get sick or something comes up, call in <b>as soon as possible</b> to let your supervisor know you will not be at work. Additionally, it is very important to be prompt when arriving at work and coming back from breaks</p>	<p><b>Gossip</b></p> <p>Do <b>not</b> get yourself in trouble by starting or being part of office gossip about people or situations at work. Things can backfire and put a strain on your relationship with management or co-workers.</p>
<p><b>Be Teachable</b></p> <p>Starting a new job is like school, you will be learning many new things that will help you be successful. Follow instructions and ask questions if you do not understand. Write down information if you need a quick reference for duties you don't catch onto on your first attempt. Mistakes will happen but <b>do not</b> dwell on them — learn from them and move on.</p>	<p><b>Bad Attitude</b></p> <p>Being unfriendly, uncooperative, unwilling to help others, and inflexible (stubborn) is a sure way to slow or stop your career progress. A bad attitude can kill even the most talented person's career.</p> <p><b><i>Check your attitude at the door!</i></b></p>
<p><b>Handle Difficult Situations</b></p> <p>If a difficult situation comes up (with a client <i>or</i> coworker), stay calm and do the best you can to deal with it. If you are unable to handle it on your own, call a supervisor or coworker to help resolve it.</p>	<p><b>Poor Hygiene &amp; Appearance</b></p> <p>Keeping yourself well groomed and odor free is important when working with others. It is also important to make sure your clothing is clean, wrinkle free and appropriate for your work environment. Also, using too much cologne or perfume can be an irritant to others. Use fragrance sparingly.</p>
<p><b>Professional &amp; Polite</b></p> <p>The way in which you interact with customers and coworkers is very important. An upbeat friendly/ polite attitude will make you a winner every time. Even if you find yourself in a difficult situation, never mirror the client's or coworker's actions if they are rude. When working in a team and dealing with different personalities, you can be put to the test. Remember to respect your team members and (once again) never mirror bad actions or language.</p>	<p><b>Poor Communication Skills</b></p> <p>Slang is ok for personal use outside of work, but is <b>not</b> acceptable in the work place. Sayings like “nah,” “yeah,” “sick,” “tight,” “dawg,” “a'ight den,” “coo”, “it's all good,” and other popular slang sayings are not to be used at work. Using polite professional words when speaking or writing in the workplace is one of the best gauges for job success.</p>
<p><b>Take Responsibility</b></p> <p>One of the best ways to show an employer you mean business is to take responsibility for yourself and your actions. Make it a point to complete assignments and to ask for help if needed. If you complete a task ahead of time, let your manager know and ask for additional work. Employers want employees who are honest, mature, and motivated to do a good job at all times.</p>	<p><b>Lack of Drive of Determination</b></p> <p>Develop goals and motivation to move forward in life and on the job. Show the employer you have interests and enthusiasm to work toward your goals. Don't be one of those people who are all dressed up with no place to go.</p>