

## **Job survival skills**

There are things you can do to increase your chances of success on a new job. If you want to do well, you may need to change the way you act and some of your attitudes. Employers say more people lose their jobs because they do not use good work habits rather than because they are not able to do the job. The following is a list of suggestions based on feedback from employers.

- 1. Be positive-** do not carry negative feelings into your new workplace. Take care of them elsewhere.
- 2. Always be on time-** Set an alarm clock to help you get up. Allow for a few extra minutes for traffic and children. Reliability and dependability gain the trust and respect of your employers.
- 3. Good attendance and promptness-** are always important. Ask your supervisor for the proper method of informing him/her in the event you will be unavoidably late or out sick. Unreliability may disrupt the work of others who have to make up for your absence and sets a bad example.
- 4. Honesty-** Employers do not want to pay someone who steals from them or that they can not trust. Dishonesty is one of the top reasons employers fire an employee.
- 5. Know and follow-** all office rules, policies, and procedures. Read the employee handbook.
- 6. Follow direction and get along with your supervisor-** in a battle with a supervisor, you will always lose!
- 7. Listen and learn-** Be open to new ways of doing things, even if you were taught differently in school or in a different job.
- 8. Work efficiently-** Working too slowly or making too many mistakes is a major reason for job failure. Unproductive employees cost more than they earn.
- 9. Treat co-workers with respect, courtesy, and dignity-** know your employer's harassment policy and monitor your own behavior and act early if you feel you have been placed in an uncomfortable position. Harassment can occur at any time and at any place. Harassment can be physical, verbal or visual and can occur whenever employees interact with each other.

## Skills for Job Retention

### **SKILLS FOR JOB RETENTION**

Once your job search has ended and you find a job, there are things you can do to make your working life successful.

Here are things you can do to increase your chances of success on a new job. If you want to do well, you may need to change the way you act and your attitude. Employers say more people lose their job because they do not use good work habits rather than because they're not able to do the job.

#### **Businesses need people who:**

- 1) Do their work well
- 2) Set priorities
- 3) Work well under pressure
- 4) Can solve problems
- 5) Can make decisions
- 6) Work well with others
- 7) Can communicate with others
- 8) Know how to learn or be willing to learn

\*87.5% of the people, who are able to retain jobs, do so because of these qualities. \*Only 12% are retained because of their skills.

This indicates that training in **working well with others** and **developing personable skills** may be your best approach for job preparation and retention.

- Always arrive on time and be ready to work
- Follow health and safety regulations
- If you will be late for work, or will be away, tell your employer well ahead of time
- Ask for more work if you finish a task ahead of time. Try to find answers to questions before asking them
- Use good judgment. Don't call in sick on the busiest day of the year. Don't badmouth your boss or other employees behind their backs. Make sure you act in a responsible way in everything you do
- Knowing what your employer expects of you at work is the first step in making sure you keep your job. Following the guidelines and using common sense will help to build a good employer-employee relationship that could last for years.

## Skills for Job Retention

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To err is human; we've all been guilty of mistakes large and small. Remember the following when the inevitable mistake occurs:

- First take a deep breath. Do not run, hide, get angry, or blame others. Move from "stewing" about what cannot be undone to figuring out what needs to be done next and right away.
- Figure out what went wrong, how it went wrong, and what to do about it. Think clearly and gather information so that you can solve the problem and make amends.
- Be a problem-solver. Whether it was a minor embarrassment or a major disaster, think of yourself as a problem-solver and explain to your supervisor how you will avoid a repeat.
- Tell your supervisor the mistake. Keep emotion to a minimum -be straightforward, clear, and direct, "This is what happened and I'm sorry. I know we have to deal with this, and this is what I recommend."
- Listen to your boss's response. Be prepared to hear everything, including anger, criticism, silence, etc. Above all, do not argue or offer excuses.
- Apologize and accept responsibility. Grace under fire can win you new respect.
- Check for causes of repeat mistakes. Try to change it so you can be in control in the future.
- The longer you wait to deal with a mistake, the harder it will be to correct it.

