

Career Hub Services**Lawrence A. Bertolini Student Center, Third Floor****Hours:** Monday - Thursday: 8:00 a.m.-5:00 p.m.

Fridays 8:00 a.m.-12:00 p.m. (Closed Fridays June & July)

(707) 527-4329



TEN TIPS FOR KEEPING YOUR JOB

1. Be on time, whether it is showing up for work, returning from breaks, going to meetings, or turning in assignments.
2. Call if you know you will be late or absent. Most companies treat absences or tardiness without notice much more seriously than explained absences or tardiness.
3. Do your best; always finish an assignment, no matter how much you would rather be doing something else. It is always good to have something to show for the time you have spent.
4. Anticipate problems and needs of management – your supervisors will be grateful, even if they do not show it.
5. Show a positive attitude.
6. Avoid office gossip. Remember that your words may come back to you.
7. Follow the rules. The rules are there to give the greatest number of people the best chance of working together well and getting the job done.
8. Look for opportunities to serve customers/clients and help co-workers. Those who would be leaders must learn how to serve.
9. Avoid the impulse to criticize your boss or the company. It is easy to judge others; it is more rewarding to find constructive ways to deal with problems. Employees who are known for their good attitude and helpful suggestions are the ones most often remembered at performance evaluation and raise review time.
10. Volunteer for training and new assignments. Take a close look at people in your organization who are “moving up.” Most likely, they are the ones who have demonstrated a willingness to do undesirable assignments or take on new duties.