

HOW TO KEEP YOUR NEW JOB

According to research, the eight main reasons why people lose their jobs and are let go are:

- Not following directions.
- Working too slowly or making too many mistakes.
- Dishonesty (stealing; lying to customers about a product; lying on a resume).
- Lack of reliability (showing up late or not at all; not calling when sick or late).
- Bad relationships with co-workers and supervisors
- Attitude (gossiping; flying off the handle; extreme negativity, etc.).
- Personal life (substance abuse, for example).
- Personal appearance (bad hygiene).

The following is a compilation of comments and suggestions employers have made for potential employees to be aware of:

1. Give a 110%, always be positive and humble and learn your job. Think about the business: how can you contribute to your team, workplace?
2. Before you accept a job, make sure that you are ready to start working. That includes making appropriate childcare and transportation arrangements.
3. Be sure to assess your strengths and weaknesses as related to job requirements. Don't set yourself up for failure and accept a job that is beyond your skill level or that you don't really want to take. On the other hand, don't underestimate yourself either. Be realistic about the world of work and the job itself and seek feedback about your skills from people you respect.
4. You are starting at the bottom because you are the newest employee. Assume that you will have to show some humility. Expect in the beginning to give more than you take.
5. Do not bring personal problems to work with you. Keep your problems to yourself and talk about them later with friends after work.
6. Keep an emotional distance from your co-workers especially in the beginning. Look around first and "check out" your co-workers attitudes and values before you decide who you want to associate with. Keep an objective perspective.
7. Make a commitment to your job and give that priority. Do your personal errands after work hours or on weekends. That includes making personal phone calls or "surfing the net."
8. Dress appropriately. On the first day, notice what your co-workers are wearing. There is room for self-expression, but you do have to look your role.
9. When learning your job, ask questions if you don't understand what to do. Ask clarifying questions such as: "would you mind expanding on that point and give me more detail?"
 1. "would you repeat that explanation, please?"
 2. "could you give me an example of what you mean by that?"
10. If you are still unsure after hearing the answers, say: "I'd like to give you my understanding of what you said. Then, you can tell me if I'm on the right track."
11. If you know you're going to be late for work, call ahead. But your excuse better be good! Don't be late or absent for flimsy reasons.
12. Don't say anything about the company or other co-workers that you wouldn't want to get back to you. Office gossip is like a live wire - keep your hands off or you'll get a shock!
13. Remember that business must change constantly. Therefore, be flexible and adapt quickly to new ways of doing things. Try out the new methods first before questioning or criticizing them.
14. Do the best job you can in any of the assignments your employer gives you. If you are consistent in doing a good job, your employer will be more likely to reward you with raises and promotions.