

## TIPS FOR SUCCESS IN YOUR NEW JOB

**Be Dependable and Courteous.** First, always be on time and be dependable. Employers will not be impressed by someone who is continuously late and unreliable. You should be courteous and have a positive attitude. Your employer and co-workers will notice your upbeat personality and appreciate it.

**Mind Your Manners.** People may not remember your politeness, but they certainly will remember rude behavior.

Save jokes and stories for your friends. They have no place in the workplace, especially one with which you are unfamiliar. You don't know your co-workers' personalities well enough to know how they would react to these jokes and stories.

Do not participate in gossip. Every workplace has it, and it can only lead to trouble.

It is important to treat your co-workers with dignity and respect. Treat others the way you would like to be treated yourself.

**Don't discuss your Medical History.** Your health problems are your business. Your co-workers do not need to know how many meds you take, or how you didn't sleep well because of your aches and pains. If someone asks "How are you today?" answer them with well or fine. This is usually just another way to say "Hello."

**Be efficient.** While at work, you should always be efficient and avoid wasting time. Employers do not want to keep employees that waste company money by being inefficient and unproductive. Let co-workers and supervisors know about things they can do or to help you be more productive. For example, making sure your mailbox is easy for you to reach, printing instructions in larger fonts, or changing settings on your computer monitor.

**Maintain a Professional Image.** When you arrive at work, you should be well groomed and dressed properly for the job you are doing. You and your clothes should be clean and well kept. This image will show your employer that you care about your job and you take your work seriously.