

SUCCESS AT WORK

After you have successfully completed those critical steps to finding the job you love, make sure that it will be a great experience. During your first few weeks or months you will go through and learning and probation period. If you are not getting feedback from your employer, ask for it. Ask your supervisor or team leader about your strengths and your weaknesses. Refer to your learning diary when discussing your progress. Take advantage of the feedback to learn how you can improve your performance on the job. You are showing that you would like to meet their needs and are eager to fit into the organisation. As you become more comfortable, any initial nervousness will subside. You will also be developing the good work habits that future employers want.

DO'S AND DON'TS TO HELP YOU FIT INTO THE ORGANIZATION:

<p>Interpersonal Skills</p> <ul style="list-style-type: none">• try to work well with others and maintain a good relationship with your boss and co-workers, avoid confrontations• do not make criticisms about the job or other employers in public; don't complain• be patient not only with your co-workers and boss but also with the tasks associated with your job• learn to LISTEN properly to those around you; take the time to understand fully and use their requests or instructions• be sensitive to others, do not gossip• keep a sense of humour, but make sure it's appropriate humour; avoid profane language	<p>Dependability</p> <ul style="list-style-type: none">• be prompt in getting reports or assignments finished• arrive on time for work, meetings and appointments
<p>Competence</p> <ul style="list-style-type: none">• set rigorous standards for yourself• create a positive first impression• improve your skills, especially in verbal and written communication• ask questions or research answers if you're not sure so as not to proceed in error• admit and learn from mistakes and accept suggestions for improvement• ensure your training program is relevant and in sufficient depth to enable you to perform up to	<p>Time Management</p> <ul style="list-style-type: none">• do not put things on the long finger; prioritize your tasks, get them done• identify your best time for working on challenging tasks i.e., a.m., p.m.• master the flood of information you will get every day – use that learning diary• use commuting time for learning activities <p>Compatibility</p> <ul style="list-style-type: none">• participate in social activities so that others can get to know you better but keep your actions and reputation in mind• avoid internal office politics• maintain discretion in amount of socializing on work time• wear appropriate clothing• value your role as an effective team player• do not talk too much about your

<p>expectations in your position</p> <ul style="list-style-type: none">• take extra courses or training outside of work on your own time• master technology; keep skills current• show initiative, such as arriving early and leaving late, making suggestions, working extra hard• volunteer for committees or projects to become noticed and recognized	<p>previous jobs or activities</p>
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Remember, ASK FOR HELP WHEN YOU NEED IT. And most importantly, have realistic expectations about the job BEFORE you start.