

KEEPING YOUR JOB

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Job Retention

You have landed the job you have been searching for. Now how do you keep it? Your job is one of the most important assets, and protecting your job should be a priority.

Internet Resources

<http://alis.alberta.ca/pdf/cshop/JobSmart.pdf>

www.joblinkemployment.com/cms/JobSeekers/HowtoKeeptheJobYouHave/tabid/223/Default.aspx

<http://www.forbes.com/sites/victorlipman/2012/11/07/corporate-survival-skills-practical-tips-to-help-you-keep-your-job-in-tight-times/>

<http://voices.yahoo.com/careers-10-tips-help-keep-job-12088940.html?cat=3>

"The price of success is hard work, dedication to the job at hand, and the determination that whether we win or lose, we have applied the best of ourselves to the task at hand."

-Vince Lombardi-

TOP 10 TIPS ON KEEPING YOUR JOB

1. Be at Work and On-Time

Be on time, whether it's starting work, coming back from breaks, going to meetings, or meeting deadlines. If you're going to be away or late, make sure you call your supervisor.

2. Know Your Roles and Expectations

Organizations are constantly going through change, which means people's jobs are also evolving. Just because you know your job does not mean that you are doing everything right. It's a good idea to check with your supervisor, once in awhile, to find out what is expected of you in terms of your roles and responsibilities.

3. Ask Questions

Don't be afraid to ask if you don't understand something. By asking questions you are showing that you want to learn and understand what is expected. Be sure to write things down so that you are not asking the same questions over and over again.

4. Dress for Success

Follow your company's dress code and be sure to maintain a neat, well-groomed appearance. Do not wear perfume or cologne as many of your colleagues may be allergic to certain smells.

5. Be Positive

Having a good attitude is one of the more important traits to demonstrate. It is important to display a positive attitude at all times, and show enthusiasm for your work. Don't criticize your boss or the organization.

6. Keep Up-To-Date

Keep informed about any changes or directions in the organization. Always make time to research recent developments in your field, read a book, read a journal, or take a class, in order to improve your skill set. Also, it's important to keep up with current technology.



7. Be Competent

Do your job well everyday. Become a valuable and reliable employee to the organization. Become the "go-to" person. The more skills you have, the more valuable you are to the organization.

8. Develop Positive Relationships

We spend a lot of time at work, so developing positive relationships with co-workers is very important. Positive relationships are based on trust and communication. Be willing to help others and share information and resources. Be friendly and respectful and don't gossip or spread rumours.

9. Take Initiative

Look for things that need to be done and ask yourself if this is something you can do. Ask your supervisor what other projects or additional responsibilities you can take on. Try to avoid ever saying "that's not my job", but be willing to do extra work if needed. If you have a good idea to save the company time and/or money, share it with your supervisor.

10. Ask for Feedback

To improve ourselves, we need feedback on our job performance. If we ask for feedback, be prepared to receive both positive and constructive feedback. Learn from the constructive feedback and try and do better each day.