



# KEEPING YOUR JOB

Georgia Department of Labor

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## Your New Job

Congratulations! You have a new job and are ready to begin working. A new job brings new responsibilities and challenges. You worked hard to get your job and keeping it is important. Here are some reasons why:

- You will learn new skills that will help you advance and get promotions.
- The longer you stay on a job, the more money you will make.
- You can plan for your future and reach personal goals.
- You will develop friendships with your co-workers

You will have the opportunity in the first few weeks of your new job to become familiar with your job and to meet new people. This is a time to make a good impression, get to know your co-workers, supervisor, and your job expectations. Here are some tips to help you keep your job:

## Use Your Skills

You must use your skills and learn new skills. Here are some tips to help you:

- **Use the skills you have**  
Your skills are important to your job. Don't be afraid to use your skills. You may not be perfect doing everything at first, but you will get better with time.
- **Learn new skills**  
You must be willing to learn new skills because your job duties probably will change. Seize every opportunity to learn new skills. Volunteer to help others when you have spare time.

### • **Use your interpersonal skills to:**

Get along with your supervisor and co-workers. Your supervisor expects you to be dependable and to do your best work and get along with others on the job. Getting to know your co-workers and being able to get along with them will increase your chances of being more successful on the job.

### • **Use good communication skills**

The ability to communicate is very important. You will be expressing your thoughts, needs and wants as you talk with your supervisor and co-workers. The following tips will help during any conversation:

- Remember names. Ask questions to get the conversation moving. Be a good listener.
- Think before you talk. Organize your thoughts.
- Speak clearly. Avoid mumbling. Pronounce your words clearly.
- Don't talk too fast or too slow
- Don't talk too loudly or too softly.
- Use your best grammar.
- Don't use slang.
- Use words that best convey your meaning.

## Establish Good Work Habits

Establishing good work habits is essential to keeping your new job and to becoming part of the team. Here are ten tips that will help you on your new job:

### 1. **Be on time, every time.**

Get to work on time or be a few minutes early every day. Return to work on time after breaks and lunches. Timeliness shows your dependability.

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## **2. Look the part.**

Dress in clothes that are appropriate for the job. Make sure your clothes are neat, clean, and freshly pressed. Shine your shoes. Wear conservative colors. Avoid loud fashions, flashy colors and patterns that clash. Avoid excessive jewelry, make up, and strong perfumes or colognes.

## **3. Show Initiative**

If you finish your work and have some free time, don't stand around and wait for someone to tell you what to do. Ask if you can give someone a hand with his or her work. It will show everyone that you're a team player.

## **4. Mind your manners.**

When you meet the manager or your co-workers, offer a warm and friendly greeting, smile and extend a firm handshake. Always be polite and courteous.

## **5. Be Flexible**

As the new kid on the block, you may be asked to do some tasks that you dislike. Show that you're mature enough to handle it. Work demands that you are flexible enough to get the job done.

## **6. Obey the rules**

Fitting in on a new job is never easy. Employers have rules, policies, and procedures. Ask your new employer for an *Employee Handbook* so you can learn the rules. Of course, there may be some unwritten rules you need to learn as well. Make friends, not enemies.

## **7. Admit Mistakes**

Everyone makes mistakes, especially when they're new on the job. If you make a mistake, admit it and be willing to correct it. It shows you're honest.

## **8. Hold your ideas.**

Don't try to change things right away. Keep your eyes and ears open, but your mouth closed, at least for the first month.

## **9. Solve Problems**

Try coming up with solutions before asking for help. Build your reputation as a problem solver.

## **10. Find a Role Model/Mentor**

Watch the boss and try to figure out which of the workers he relies upon the most. Model yourself after that person. Ask that person to be your mentor.

## **Advance in Your Job**

To advance in your job you must constantly evaluate yourself. Do you:

- Solve problems before they reach your employer's desk?
- Act Independently?
- Think of mistakes as learning opportunities?
- Take Initiative?
- Look to the needs of the company - not just your own?
- Assume new responsibilities?
- Make every attempt to cooperate and get along with others?
- Maintain regular contact with your boss?

Keeping your job is very important to you and your family. It is your chance to prove your work skills and demonstrate your ability to get along with others. It may well open doors to increased wages and promotional opportunities. Take necessary steps to keep the job you worked hard to secure.

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