



LOOKING FOR A JOB: STEP BY STEP

KEEP YOUR JOB

STEP 14

Keeping a job depends upon you. You need to be on time every day. Honesty is needed at all times. And, you need to be able to get along with others.

You also need to have good work habits to keep your job. Good work habits will help you move on to better jobs and more training. You need to:

- DO all the tasks you are paid to do
- KEEP busy when your work is done...look for new tasks to do
- LEARN the rules...how to dress...when to take a break
- LEARN new tasks...take new training
- KEEP a good attitude...be willing to do any jobs needed
- STAY away from troublemakers and gossipers
- FIND OUT what you need to learn if you make a mistake...then do it!

What if you have a problem on the job? Talk only to your supervisor, NOT to other workers. Or, what if you get angry on the job? Getting angry often means saying and doing things that you will regret. When you are angry or have a problem, you need to:

- REMOVE yourself from the problem as soon as you can
- COOL down...take some deep breaths
- THINK about what happened
- DECIDE what might be done...by you or your supervisor
- ASK for time to talk with your supervisor when you have cooled off
- STAY cool!
- TRY the solution you and your supervisor work out...give the solution time

Keeping a job is a job! You have to work at it. You will feel good about yourself. And, your employer will know you as a good worker!

CONGRATULATIONS! Now you have a good idea of what you have to do to look for a job. Make sure you go back to the checklist (Step 1). Look it over again. How are you doing? Have you checked **DONE** for most of the activities? If you have some skills that **NEED WORK**, keep practicing. Remember, looking for a job is a job!