

Workplace Tips

1.) Finding Your Fit

- **Research** the company you are applying to and carefully read over the job description.
- **Recognize** that careers and jobs are different; what are you motivated by?
- **Ask questions** about what's important to you (culture, growth, work-life balance, etc.)
- **Seek internships** and other opportunities to get to see what the work is actually like.
- **Know your strengths:** Hard skills aren't always as important as soft skills, such as communication, drive, determination and willingness to learn.

2.) Attendance

- **Being on time** means 5-15 minutes early, in order to be on station and fully prepared
- **Don't "rob time"** from your employer by taking extra time on breaks or lunch.
- **On paid time**, don't make personal calls, text or post on social media.
- **Valid reasons to call off work** include sickness, emergency, car trouble.

3.) Attitude

- **Positively influence your environment.** Encourage your coworkers.
- **Do whatever your employer asks** you to do (that's not illegal, immoral, or unethical), with a smile on your face, and as well as you possibly can.
- **Avoid negativity.** Help resolve problems, do not contribute to them.

4.) Productivity

- **If you're done with your work**, ask others if they need help, clean, organize, learn about the industry---anything that will make you more valuable to your employer.
- **Stay productive.** Model the behavior that you'd like to see around you. This is a good way to avoid any drama, complaining or workplace politics that might occur.

5.) Working with a Supervisor

- **Ask your supervisor for feedback** regarding what you are doing well and what you could do better. Be open to receiving constructive criticism.
- **Don't speak ill** of your employer, boss, or co-workers and refuse to listen to others do it

6.) Additional Thoughts on Navigating the Workplace

- **Be careful how much of your personal story** you share at work.
- **If (when) you have a workday when you feel frustrated**, try not to respond in the moment. Wait until after work and ask advice from someone you trust.
- **Follow the chain of command** by going to your immediate supervisor first
- **Handle conflict with assertiveness** rather than letting things pile up.
- **Maintain appropriate work relationships** by keeping things professional on the job.
- **Be aware the work culture** as well as workplace policies.

Teamwork: An Essential Element of Professionalism

Here are some quick tips to being a good employee and a good team player. Determine which of your skills are “on target,” and which might need some improvement by choosing “Always,” “Sometimes,” or “Never.”

	• Always	• Sometimes	• Never
1. I get to work on time. If I am going to be late, I call and let my boss know.			
2. I rarely miss work. If I am going to miss work, I let my boss know ahead of time (or call if I am sick).			
3. I work as hard as I can.			
4. I pay close attention to my work.			
5. I do my work as I am told. If I am unable to do something or have questions, I ask my supervisor or co-workers.			
6. I am friendly on the job.			
7. I try to solve problems that come up.			
8. I follow safety and company rules.			
9. I use materials and equipment properly.			
10. I dress and behave professionally.			

Mastering Soft Skills for Workplace Success

Now, answer the following questions:

1. Based on my answers above, I am most proud of my ability to:

2. One area I'd like to improve is:

3. Some strategies I might use as I work to improve in this area are:

Sample Interview Questions

Personal

1. Tell me about yourself.
2. What clubs or organizations are you a member of?
3. What have you learned from your hobbies, interests, and outside activities?
4. What qualifications do you have for this job?

Cooperation

5. How do you feel about working with others and as part of a team?
6. Tell me about a time that you needed to follow instructions to accomplish a task.
7. When required, would you be willing to adapt your schedule or work overtime?
8. How do you work under pressure?

Self Confidence

9. What do you consider to be your greatest strengths?
10. How do you think a teacher who knows you well would describe you?

Motivation

11. What is important to you in a job?
12. If you didn't understand an instruction, what would you do?
13. What motivates you to put forth your greatest effort?
14. Describe your most rewarding experience in school.
15. Do you have plans to continue your education in some way? What are they?
16. Where would you like to be in 5 years?
17. What are your long-range and short-range goals and objectives?
18. When and why did you establish your goals, and how are you preparing yourself to achieve them?
19. Tell me about a time that you persevered in the face of challenges.

Other

20. Would you like to ask any questions?