

## Tips for Succeeding in the Workplace

There are two general categories of factors which contribute to an employee's success at a business. First, employees must master a set of specific technical skills and expertise such as computer programming or drafting skills. Second, all occupations require general skills such as problem-solving, communications, interpersonal abilities and computer literacy. During the job shadowing, you will be introduced to employees using both technical and general skills. When you are at the workplace, think about these tips and what it takes--in addition to technical and general workplace readiness skills--to be a top employee.

1. Be honest.
2. Have a positive attitude. Be friendly, courteous, polite, and cooperative with co-workers and clients.
3. Always be reliable and prompt. Customers and other workers are depending on you.
4. Notify the appropriate supervisor when you are going to be late or absent.
5. If you do not understand something, ask questions or ask for help. It is better to admit you are learning than to make a costly mistake.
6. Respond positively to constructive criticism.
7. Take responsibility for your actions.
8. Give your best effort at all times. If you have completed all of your regular and assigned task, show initiative and seek additional work.
9. Challenge yourself to be a continuous, life-long learner.
10. Always be open to change.