

TOP

Career Tips for a Successful Future

10

How To Earn Good Money From Your Employer

- 1. Attendance and punctuality**
 - Do not take off work unless absolutely necessary.
 - Be on time and ready to start.
 - Call if you can not keep your appointments.
- 2. Work ethic**

Time is money. When at work, WORK.
- 3. Meet deadlines**

Make sure all work is turned in on time.
- 4. Demonstrate effective oral communication**

Speak clearly. Do not use slang.
- 5. Demonstrate self-control**

Stay calm under pressure.
- 6. Attention to details/quality**

Follow instructions, proof all work, check for mistakes.
- 7. Work well independently**

Little or no supervision needed.
- 8. Adapt well to change**

Be willing to accept new assignments.
- 9. Respond well to constructive criticism**

Take criticism positively, not negatively.
- 10. Team work**

Collaborate and get along with co-workers.

Equal Opportunity Employer/Programs. Auxiliary aids and services are available, on request, to individuals with disabilities.

