



TEN SKILLS FOR JOB SUCCESS!

1 BE FLEXIBLE

Employers like when you are understanding about changes on-the-job.

2 KNOW & FOLLOW COMPANY CUSTOMS

Pay attention to how an employer expects you to behave and communicate with others at work.

3 KNOW & FOLLOW WORK RULES

Know your employer's rules about work hours, approved break times, safety procedures and dress code.

4 STAY ACTIVE ON THE JOB

Stay focused and on-task while working. Keep personal problems at home!

5 BE HONEST

Mistakes happen! Be honest and let your employer know about a mistake as soon as possible so they can help fix it.

10 BE RELIABLE

Follow through on your work commitments by showing up and getting your work done.

9 BE PUNCTUAL

Be on-time for every shift and don't miss work unless you have a good reason (being sick) or have already arranged for time off

8 BE A TEAM PLAYER

Show your employer you can work well with others by listening and working together.

7 BE INDEPENDENT

Do the work tasks you know how to do without waiting to be told to start working.

6 BE POSITIVE

Come to work with a good attitude and be friendly with your coworkers and supervisor.

Job Success

Make sure you use all of these skills at your job!