

The Workplace

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A Fact Sheet

Five Tips for Succeeding on the Job

Highlights

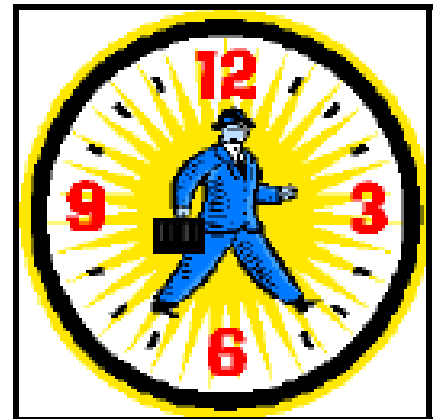
Five tips to help ensure job security:

1. *Become the expert.*
2. *Be sensitive.*
3. *Be dependable.*
4. *Be flexible.*
5. *Show integrity.*

Finding qualified people to fill most jobs has not been too difficult during the past 10 or so years according to human resource managers. The real challenge has been finding people who wanted to work, were willing to invest time and energy in their job, and could be counted on to do a good job. The people who usually get ahead even during hard times have certain qualities or characteristics that set them apart from the others.

Here are five tips to help you receive recognition from your employer while helping to ensure job security:

1. **Become the expert.** Simply doing what the company expects of you is not enough. To set yourself apart from your counterparts, set high standards for yourself. Look for ways of doing things more efficiently so that both you and your co-workers are more productive. Know everything possible not only about your specific job, but how your particular responsibilities contribute to the organization's overall productivity. Volunteer to help and teach others.



Be dependable. Arrive at work early and stay late if necessary to get the job done.

2. **Be sensitive.** Make an effort to understand your environment, your employer and your co-workers. Be tolerant of others and their lifestyles. Show respect for others and for your employer by being conscious of personal habits that others may find annoying, such as chewing gum, smoking, gossiping, or making personal phone calls. Take time to listen to others and offer help when appropriate. Try to fit into all groups. Accept constructive criticism in the manner that it was intended.
3. **Be dependable.** Arrive at work early and stay late if necessary to get the job done. Complete all assignments on time. If a problem

AUTHOR INFORMATION:

Dr. Jacquelyn P. Robinson
Community Workforce
Development Specialist
State Headquarters
216 Extension Hall
Auburn University, AL 36849
Telephone (334) 844-5353
FAX (334) 844-9022
jrobinso@aces.auburn.edu



arises unexpectedly to prevent you from finishing a task or project, talk with the people affected. Both your boss and your co-workers will appreciate your thoughtfulness. If you have spare time, volunteer to help others. When possible, offer to take special projects home over a weekend.

4. **Be flexible.** Show a willingness to learn and try new things. Offer to rearrange your schedule when necessary.
5. **Show integrity.** Give sincere praise and credit to others for their contribution to a project. Focus on solutions; approach problem situations as opportunities to grow and learn. Do not abuse breaks, lunch hours, sick leave, and other privileges provided by your employer. Be conservative when using company resources. The money you save your company by conserving the company's resources will help to cover someone's salary—yours.

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Dr. Jacquelyn P. Robinson

Community Workforce Development Specialist

Alabama Cooperative Extension System

Sources:

Best practices of human resource managers



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