

GOOD WORK HABITS— MAKING THE MOST OF YOUR NEW JOB

Whether it is your first job as a new graduate or a part-time or internship position while you are still in school, it is critical to your success that you get started in the right direction.

Habits That Start a Successful Career

The following tips can help you to excel and avoid some of the common errors that some employees make:

- Be on time for work.
- Plan to put forth effort and do more than is expected.
- Take initiative and ask for additional assignments once you have completed yours.
- Keep your supervisor informed of your progress and ask for regular feedback on your performance.
- Apply the strong interpersonal communication skills, including both oral and written communication, you developed as a student.
- Develop relationships with your co-workers but avoid gossip or oversharing of personal information.
- Treat everyone with respect and courtesy.
- With written work, be sure you have proofread it carefully for content, spelling, capitalization and grammatical errors.
- Always take pride in the work you do.





Conclusion

As detailed in this guide, a successful job search involves a great deal of self-evaluation, along with writing and rewriting a resume and other supporting documents. It also involves researching the companies and industries that interest you, making contacts in those industries, and getting the word out that you are looking for a job. Understand that this is a time-consuming and daunting process and that it is some of the most important work that you will ever do. Take your job search seriously and give yourself a minimum of six

months to secure a position. As stated at the beginning of this Job Search Quick Guide, it takes effort to find a job, and it is a process that you will repeat several times during your career.

The CCAC Workforce and Job Readiness team would like to celebrate your success. Please notify us when you accept your new position. Best wishes for a successful job search and a productive career.