

How Do I Keep My Job?

Okay, you prepared an awesome resume, completed your job application neatly and in pen, and aced your interview. The good news: the job is yours. The bad news: now comes the really hard part. How do you keep your job?

First of all,

1. Punctuality
 - a. Get to work on time. If you're going to be late, call and let your boss know. On the flip side, don't leave work early. If you are being paid to work for five hours, work five hours.
2. Attendance
 - a. Don't skip work. If you are sick, call and let your supervisor know.
 - b. Make arrangements in advance for other reasons.
3. Respect
 - a. Be respectful to customers, co-workers, and supervisors.
4. Courtesy
 - a. Treat everyone with courtesy and respect.
5. Dress the Part
 - a. Dress appropriately.
 - b. Be neat and clean.
6. Do your work



How Do I Leave My Job?

Or Don't burn your bridges!!

1. Never, never, never just walk out and leave.
2. Give two weeks notice if possible.
 - a. Not possible? Give at least one week of notice.
3. Don't leave behind a mess.
 - a. Don't burn your bridges. After all, you might want to work there again.
4. Resist the temptation to tell your boss/co-worker/supervisor what you *really* think of him (see 3a above).
5. Above all, remember that future employers may contact everyone you've ever worked for and ask what sort of employee you were.

