

JOB SEARCH TOOLKIT:

Tools & Techniques You Need for a Successful Job Hunt

The following section is entitled: **Chapter 12: Quick Tips about Keeping a Job and Starting a New Job Hunt**

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The full text of the Job Search Toolkit is available at: ***FirstFind.org>>Look for a Job.***

Chapter 12

Tips about Keeping a Job

When you start working there are some basic things that you can do that will help you keep the job and enjoy your work.

Don't be afraid to ask questions

When you start a new job you may do or see some things that are familiar and you catch on quickly. There will also be a great deal of information that is new to you. To begin with, you won't know the names of all of the people around you.

Try to avoid any mistakes or misunderstandings by asking questions.

Things you could ask about include:

- New words or terms
- People who work at the company and what they do
- Products made by the company and how they are made
- Directions on where to find something or someone
- Employment policies and procedures (for example, what to do if you have a family emergency)

When you are being trained and are asked, "Do you understand?" don't say yes if you really don't. Even after you have worked at this job for a long time, don't be afraid to ask questions about anything new or unfamiliar.

The first days, weeks and months are tough

Don't jump to the conclusion that you don't like a job because it seems too hard or the people were not friendly for the first few days. The beginning of a new job is tough. You don't know all the details, all the responsibilities or all the people, so you can feel frustrated or scared that you won't fit in.

You need to give a new job a chance. Keep an open mind and ask questions that will help you to get comfortable.

Get to work on time and when you are scheduled

People are hired to work for specific hours and days. Your employer will tell you what these are. If it is unclear, ask. If there are work schedules posted, make sure you know when and where they are put up each week. Even if you work the same schedule for five weeks straight, keep checking because your schedule may change.

You are expected to arrive at work on time. Most companies have a probationary or tryout period when you could get fired even if you are late only a few times. Show that you are reliable and eager to work. Do not be late. If you are late twice during your first week, your boss may think you will be late many more times in the future.

Practice getting to work on time. If you need to take a new route to get to the job, leave extra early to make sure you are on time. If you use public transportation, there will be delays sometimes. Don't use this as a frequent excuse for being late. Leave home earlier. If you have problems with the schedule, talk to your boss and see if you can work something out.

From part-time to full-time

If you were hired part-time and want to move to full-time make sure you tell your manager. This does not mean you bug them every day but it does mean you speak up when there is a job opening, even one that may be in a different department and that you are qualified for. Watch for job posting notices if the organization uses them. If there are no openings or postings, you can remind your boss or someone in human resources that you want to move to full-time. You can do this every month or two.

Don't whine about your job!

Remember how hard you worked to get this job? There are other people who would like the work! If all you do is complain, you could get a reputation as a bad or unpleasant co-worker.

If you have a complaint or question about your job, find out what to do about it. This may mean talking to your boss or to someone else.

Smile

Try to be positive about your job every day. Making a conscious decision to smile and be nice to coworkers will go a long way.

Looking to the future

You do not start a new job thinking about when you are going to leave, but the time may come when you decide to look for a new job.

Some reasons for starting a new job search include:

- You want to be promoted and there are no positions available
- Your job responsibilities change and you do not enjoy your work

- You want to move to another city
- You want to earn more money than your current job will pay

When you decide to start looking, do not tell your current employer unless you are moving out of the area. If you are moving, tell your employer when you plan to move. Don't just say you are thinking about moving if you don't know when. Remember your company will need to replace you. You don't want them to find your replacement and ask you to leave before you are ready.

If you plan to move, you can also ask your employer for suggestions of places to work in your new location. Your boss may know people there.

Don't tell anyone - your boss or your co-workers - if you are looking for a new job for any other reason. If you say you are looking, you will create the impression that you are not as interested in your work. The company may try to replace you or even look for reasons to fire you.

Don't spend time at your desk or on a company laptop surfing the web to apply for a new job. The computers are company property and your computer use can easily be tracked. If you are sending out resumes or job inquiries, don't use a computer at work. Even if you are using your personal gmail account at your desk, your resume just went through the company server on company equipment, something that may be against company rules. And never use the office fax machine to send out your resume.

To start your new job search, start over with the steps you have followed in this manual. You have more experience now, so the search will be easier. Be patient and look for a position that is a good fit.

The full text of the Job Search Toolkit is available at: FirstFind.org>>Look for a Job.