

TEN POSITIVE BEHAVIORS OF AN EMPLOYEE

<p>1. Behave as if you are still being interviewed</p>	<p>Think of your first thirty to ninety days as an extended interview.</p> <ul style="list-style-type: none"> A) Show up every day B) Be early at your desk ready to begin work C) Work hard and smart D) Don't take your employment for granted
<p>2. See your manager as a person you <i>help</i>, not a person who <i>tells</i> you what to do</p>	<p>View yourself as <i>helping</i> your manager reach the department goals and targets. In doing so, you will find your hard work and efforts rewarding.</p>
<p>3. Build relationships based on performance, not conversation</p>	<p>Be nice, be friendly, be yourself but remember that the best working relationships are based on respect and trust. Respect and trust are based on action and performance, not just words.</p>
<p>4. Go the extra mile early and often</p>	<p>Show your team you have the willingness to work extremely hard.</p> <ul style="list-style-type: none"> A) Take notes during training B) Ask questions C) Repeat back what you thought you heard for clarification D) Assess your skill level and identify what additional courses or training you need then talk to your manager asking about Educational Assistance Programs or Company Training assistance.
<p>5. Spot the high performers</p>	<p>Identify the key attributes of the company's top performers:</p> <ul style="list-style-type: none"> A) Work more or different hours B) Customer service both internal and external C) Demonstrated flexibility D) Problem solvers not problem givers E) Approach to decision making
<p>6. Think three moves ahead</p>	<p>Think about what skills you may need to progress to the next level of responsibility. Remember: every task, every project, and every job can lead to a number of great possibilities in your career.</p>
<p>7. Find a way to stand out</p>	<p>Work hard to be known for something specific.</p> <ul style="list-style-type: none"> A) Be known for responding more quickly B) Following up first C) Always offering to help before you are asked D) Develop yourself as the "go to" person
<p>8. Create your own project</p>	<p>Succeeding and excelling at the projects you have been assigned is <i>expected</i>. Excelling at a project you create yourself is <i>exceptional!</i></p> <ul style="list-style-type: none"> A) Be creative and innovative B) Take personal risks C) Exceed growth targets by creating and executing new ways of doing business
<p>9. Associate with positive people</p>	<p>Avoid complainers and slackers at all costs. Avoid griping to fellow employees since you never know who will quote you or cast you in a negative light.</p>
<p>10. Keep our supervisor apprised</p>	<p>Always communicate to your supervisor the status of your projects so they are aware of the value being added by you to the department. Additionally, your "mini meetings" or casual conversation will give your supervisor enough information so they are not caught red faced when asked for a status update on a project. <i>Communication is essential to career building.</i></p>