

LOOKING FOR A JOB

Keeping a job Depends on You

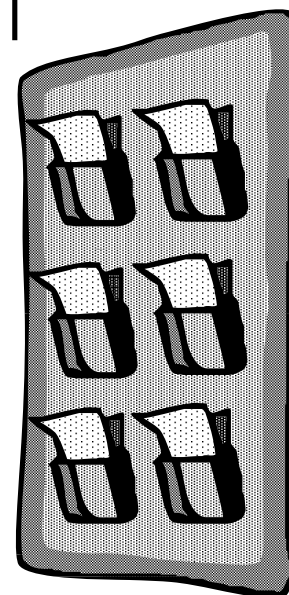
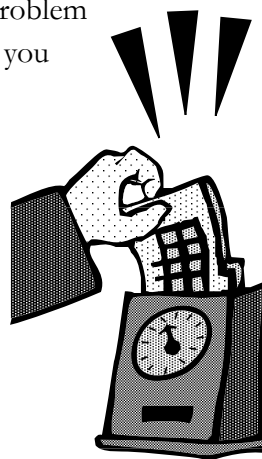
Keeping a job depends upon you. You need to be on time every day. You must be honest. And, you need to be able to get along with others.

You also need to have good work habits to keep your job. Good work habits will help you move on to better jobs and more training. You need to:

- **DO** all the tasks you are paid to do
- **KEEP** busy when your work is done... look for new tasks to do
- **LEARN** the rules... how to dress... when to take a break
- **LEARN** new tasks... take new training
- **KEEP** a good attitude... be willing to do any jobs needed
- **STAY** away from trouble-makers and gossipers

What if you have a problem on the job? Talk only to your supervisor, NOT to other workers. Or, what if you get angry on the job? Getting angry often means saying and doing things that you will regret. When you are angry or have a problem, you need to:

- **REMOVE** yourself from the problem as soon as you can
- **COOL** down... take some deep breaths
- **THINK** about what happened
- **DECIDE** what might be done... by you or your supervisor
- **ASK** for time to talk with your supervisor when you have cooled off
- **TRY** the solution you and your supervisor work out... give the solution time



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**Keeping a job is
a job!
You have to work
at it. ■**