TEN SKILLS FOR JOB SUCCESS!

1. BE FLEXIBLE
   Employers like when you are understanding about changes on-the-job.

2. KNOW & FOLLOW COMPANY CUSTOMS
   Pay attention to how an employer expects you to behave and communicate with others at work.

3. KNOW & FOLLOW WORK RULES
   Know your employer’s rules about work hours, approved break times, safety procedures and dress code.

4. STAY ACTIVE ON THE JOB
   Stay focused and on-task while working. Keep personal problems at home!

5. BE HONEST
   Mistakes happen! Be honest and let your employer know about a mistake as soon as possible so they can help fix it.

6. BE POSITIVE
   Come to work with a good attitude and be friendly with your coworkers and supervisor.

7. BE INDEPENDENT
   Do the work tasks you know how to do without waiting to be told to start working.

8. BE A TEAM PLAYER
   Show your employer you can work well with others by listening and working together.

9. BE PUNCTUAL
   Be on-time for every shift and don’t miss work unless you have a good reason (being sick) or have already arranged for time off.

10. BE RELIABLE
    Follow through on your work commitments by showing up and getting your work done.

Make sure you use all of these skills at your job!

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