

GETTING & KEEPING THAT JOB: Do's & Don'ts

When Applying & Interviewing For a Position...

DO

- Your homework, research the company online, know what they do
- Have a resume, one that is spell-checked and proof read by someone else
- Consider having a Linked-In account for your professional persona
- Watch what you are saying on social media and consider an alias screen name
- Know your own concise story, and not just what's on the resume
- Dress appropriately. Not sure what's appropriate for a position? Ask!
- Exercise excellent personal hygiene and get some rest before interviewing.
- Show up on time and ready to go. Not too early but a few minutes early is fine.
- Display a "can do" attitude and a professional demeanor.
- Communicate clearly and not in street jargon
- Come prepared with questions and actively listen to answers to the answers
- Take brief notes on key points, great to remember for a thank you note.
- Ask for your interviewer's business card at the end
- Send a brief but prompt thank you note, either by email or mail

DON'T

- No call/No show under any circumstances. Give the courtesy of a call or email.
- Speak negatively about previous employers, co-workers or positions.
- Forget a copy of your resume and a pen to fill out an application.
- Ask about pay and benefits at the very start. There's time for that later.
- Sell yourself short when talking about your experience but don't embellish either.
- Forget that even if it's your first job, you have some training and experience, list it!

Once You Have Been Hired...

DO

- Come ready to work each day. On time. Dressed for success.
- Leave your drama at home. Check your problems at the door.
- Exercise above and beyond customer service, both internally and externally.
- Communicate clearly and professionally with superiors, peers or customers.
- Be a problem solver, not just an identifier.
- Seek out constructive feedback and learn to accept criticism in a mature way.
- Exercise the Golden Rule... Treat Others As You Wish To Be Treated!

DON'T

- Forget all the advice that got you the job in the first place.
- Hesitate to ask questions or ask for help. Suffering in silence helps no one.
- Engage in workplace gossip or petty behavior. Maturity matters.
- Speak negatively about your employer—especially on social media.
- Leave a company without giving proper notice—2 weeks is customary.