First Employment tips - Start your Career on the right foot.

Anyone that has the determination to learn can do any job they choose.

1. Before you meet a prospective Employer for the first time, visit their place of work so that you may notice how people dress and the way they act. When you first meet them, if you look and sound similar to them, they are likely to already think of you as almost part of the team (E.g. iron your shirt, wear their colours and learn some of the terminology they use).
2. Figure out where you have to go at least one day before your interview or first day.
3. Research the job’s criteria before you attend a job interview so you have an idea of what they may expect from you.
4. Be sure to thank the Employer for the opportunity of work or work experience by offering a firm handshake but no stronger than theirs.
5. If you cannot get into the position you desire straight away, find out what other entry level positions there are within the place of work you selected. Any position in the right place of work becomes a foot in the door.
6. After you gain an entry level job, plan your next step. What position are you going for next?
7. Respectfully learn from the person who is already doing the job you want.
8. You will always impress the boss if you make them money or save them money.
9. Think creatively and if you think of a good idea ask your boss what he thinks of it.
10. Show up 15 minutes early.
11. If anything is not clear ask questions politely, you might learn the job faster and sometimes avoid making mistakes. (E.g. excuse me; can you please clarify that point for me?)
12. If you make a mistake tell someone immediately so that you can quickly find the way to fix it.
13. When at work keep personal communications to break times only, unless it is an emergency.
14. Anything you do extra and above your own workload will get you noticed for promotions and will give you more skills.
15. Any job that you do well, will provide you with transferable skills no matter what it is. Identifying your transferable skills will assist you when you apply for a job you have never done before.
16. Learn as much policy and procedure as possible, starting from knowing who you report to if something goes wrong.

The basics of what Employers look for in a prospective Employee:

-No spelling mistakes in resume.

-Always on time.

-Always mindful of Occupational Health and Safety.

-Gets along with co-workers.

-Demonstrates good values. (Honesty, integrity, respect, etc)

Life doesn't just give us what we want it gives us the opportunity to become what we want. We still have to do the work!

© 2014 All Rights reserved Walk Of Life Training Inc.