

TIPS FOR NEW EMPLOYEES

- ⊙ Arrive at work on time on a consistent basis.
- ⊙ Dress appropriately for the position.
- ⊙ Go to work every day.
- ⊙ Be willing to take instruction from the supervisor.
- ⊙ Ask questions if you do not understand. (It's better to ask a question; then you'll be able to perform a job correctly. This is better than to not understand, do the job incorrectly, then need to re-do the job over again.)
- ⊙ Learn to perform the job the way they are teaching it to you BEFORE making suggestions about better ways to do it.
- ⊙ Be a role model for other employees.
- ⊙ If you have a complaint, talk with your supervisor. Co-workers are not in a position to address your complaints.
- ⊙ Perform the tasks to the best of your ability.
- ⊙ Talk with your supervisor to ensure you are doing the work the way they want you to perform it.
- ⊙ Cooperate with others you work with.
- ⊙ Find out the company policies and follow them. (Most companies will tell you about these policies in an orientation program.)
- ⊙ Discuss frustrations with your supervisor because many times they are able to help solve them. It's not a weakness to ask for help.