

10 Ways to Keep Your First Job

1. **Be prompt.** If your workday begins at 8:00 a.m., arrive in time to begin working at 8:00 a.m., not parking,
2. **Work.** Look for more work when your tasks are complete, and add value by understanding the organizational structure and how your position contributes to company goals.
3. **Know the company.** Understand the company's goals, its place in the industry and its strategic plan.
4. **Have a good attitude.** Have a positive impact on people. Do not complain or shirk responsibility, remember that this is a realistic job preview. If you are unhappy or negative now, ask yourself if you are on the right career path.
5. **Be a team player.** Communication is crucial. Understanding the culture of the company will help.
6. **Keep confidential or personal information to yourself.** Practice healthy boundaries. It's okay to make friends, but understand the company policies on dating.
7. **Look for ways to do the job better.** Collaborate with coworkers, share suggestions and give proper credit.
8. **Be good to your customers.** Understand the message to customers and deliver it with a genuine smile.
9. **Improve yourself.** Continue your education whether formally or informally through professional associations, seminars, and training opportunities.
10. **Volunteer.** Get involved in special projects, committees, or whatever is appropriate in your field. Help others.