



Success Tips for Employment

Here are some really great tips to being a successful employee! Take these tips and apply them to your vocational experience.

No Cell Phones – Good rule of thumb, just do not have them on. Some exceptions are, if you have reminders for medication or as supports to help you be successful (calendar reminders, etc.) However, if you do not use your phone for those things, turn it off. Games, Facebook, text messages, emails - those are all distractions.

Tip to help cope: Give your family your work number in case of emergencies. Also give your work your family's phone numbers; that way your mind is at ease if an emergency were to arise. Also, you can always set an automatic email response to let everyone know you are working and you will read your email after work. You could also practice. Technology is something we are becoming more and more reliant on and the transition to work can be difficult. Get a friend and both of you practice turning your phone off for an hour of the day. This way you get used to knowing - - you will survive without it.

BE ON TIME –Hello!? You have work to do. Also, your supervisor has a schedule they have to keep. If you are late, that makes them late. If they are late, they may not be fun to be around. Your supervisor could also look at your work with a displeasing attitude because of your attendance issues. No one works easily under a microscope. Keep in mind, the Vocational Experience sites have high expectations of you. Coming in late is interpreted by your employer that you do not want to be there, or that you are unhappy. You run the risk of getting let go or fired if you do not show you are motivated to be there.

Tip to help cope: In your calendar always write shifts, events, appointments, or meetings down 15 minutes before they are scheduled to start. That may help you arrive early (or on time). Practice, practice, practice! Set an extra alarm or ask a buddy to help you get out of bed on time. If you have trouble getting ready in the morning, take a shower the night before. If transportation is an issue and always late, you need to leave earlier!! If you are always late because of class, contact me about looking at your schedule and advocating for yourself for a change.

Hygiene – Please see hygiene expectations below!

Tip to help cope: Again, use a buddy system. Be honest with your friends. Sometimes we cannot smell ourselves – sometimes we do not notice our flakes in our hair – sometimes we are so busy and focused that hygiene slips to the bottom of our to do's. Be a buddy, be a pal, be a friend, be an advocate. Ask your SUCCEED Staff what are some nice and appropriate ways to tell your friend they stink.

Ask Questions – Employers get nervous when their employees do not ask questions. It makes them uncomfortable, like you have a better chance of messing up if you do not clarify things. ASK

QUESTIONS! Even if you think it is silly, it will make your supervisor more comfortable because it will show them you want to do things right.

Tips to help cope: At the end of your shift, write down one or two questions from the day. Maybe it is something you just want to learn more about, maybe something you see that could be better, or maybe even something you want to do but are not assigned. Bring those questions to your next shift and just read them. That way you will not forget, and you do not have to focus on *how* or *what* to say.

Advocate – For more work, for supports to help you complete tasks, and even for other co-workers that are having trouble. This will show your supervisor you care, you want to always be improving, and it will show your problem solving skills! If you know you need a checklist to stay focused and prepared – ask for one.

Tips to help cope – Come together with your SUCCEED Staff to brainstorm what may help you in your role at your vocational experience. This also can be applied to you classes here as well. Once you have thought of something that may help you, practice asking or *advocating* with your SUCCEED staff so you are more comfortable. Or simply ask your SUCCEED Staff to come to work with you to support you!

Communicate – professionally, honestly, and with intent. When communicating with your supervisor, it is important to ask questions and never give them orders. Share your ideas, but in a way that is not threatening

Tips to help cope - “I have an idea that I would love your feedback on” instead of “I do not like doing it that way, it is stupid.” Try “I like this, but I was thinking it could work the same but maybe I could try doing it this way, what do you think?”

Admit to a mistake – It is ok to make mistakes. We all do. What can set you apart is always taking responsibility for it. If you are late, own it and do not blame it on anyone else but yourself. Even though you feel like it is someone else’s fault you were late to work, that will not impress your boss. The person you think made you late, most likely does not have the same boss – therefore your boss will not care.

Tips to help cope – Fess up...but do it constructively. Before you own up to your mistake make sure you know what you can do so that it does not happen again. An example is – you are late for work. I have heard them all, transportation was behind, mom did not wake me up, my phone died, didn’t know I had to work...on and on and on...Walk in and say “I am so sorry I am late!” and follow that statement up with “My alarm did not go off, but I am having my Coordinator of Vocational Experiences, Andrew, look at my phone today to fix the alarm, I won’t let it happen again” Now you have recognized you messed up, but are telling your boss you know how to fix it for the future.

Hygiene expectations



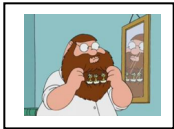
Shower regularly – There is no question that especially because all of you are working in a vocational experience, showering is not an option. Every day is best case scenario, once per week or only on weekends is NOT acceptable.



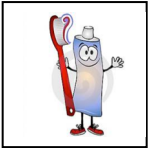
Wash your hair – it is up for debate if you need to wash your hair every time you shower as we all have various needs with our hair. With that said, hair should NOT smell, flake, or appear greasy. If your hair reflects any of these characteristics you will be told and offered suggestions to help.



Deodorant – every day. Deodorant no longer works after approximately 12-24 hours. After that you naturally start smelling...yucky.



Shaving your face (gentlemen) – Ok, I know, beards are in style right now. However, if you make the choice to have a beard – please make sure you keep it clean. A clean beard has no food, fuzz, or flakes. Dry skin, and poor hygiene/bathing causes beards to look and smell bad. That is unacceptable. Also if you want to grow facial hair, the expected and professional choice is to always ask your supervisor! If you work with food you have to wear a really stylish beard net...



Brush your teeth – Every day, if not multiple times a day.



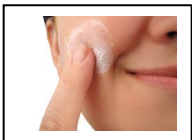
Clean and trimmed nails – Ladies, I know long nails are your choice. Gentlemen, I respect if you have a cultural or personal reason for having longer nails, BUT nails should be kept clean, and trimmed. Weather they are long, or short, they must be clean and if you have a broken nail you should trim it or file it.



Clean Clothing – If your body smells bad, your clothing will smell bad. You can shower and smell good, but if you put the same clothing on without washing them – you will in fact still stink. A great way to avoid smelling, even after a nice shower, is to wear clothing that is clean. A rule of thumb – helpful tip to never stink – don't repeat an outfit in the same week. If you do your laundry on the weekends, just don't wear the same piece of clothing more than once before the weekend! If your favorite thing to wear is sweat pants, but you only have one pair, get some more!!!!



Wash your face – I know some people prefer taking showers at night. I think that is great, especially if you are like me and wake up late EVERY DAY. If you do take a shower at night, you need to wash your face before heading out for the day in the morning. The sandman leaves us eye goobers, and if you're like me sometimes we have a full nose, or dried slobber in the corner of your mouth. Those are things we MUST leave at home before heading out for the day.



Moisturize – Lotion Lotion Lotion! Especially your face in the winter time! The air is dry, and so is our skin! If we don't give our skin moisture it will flake and look very dirty. If you need help picking a good face moisturizer or have trouble with breaking out with pimples – come see me!! I have dry skin and horrible acne...we can go shopping together.