You got the job—congratulations! Follow these tips to exceed your employer’s expectations and advance in your career.

Know your Schedule
Work Schedule
Establish your work schedule with your supervisor as soon as possible. Know when you are expected to begin and end your work day. Clarify the time and length of your work breaks.

Be Punctual
Arrive on time to work, and leave and return to breaks on time.

Backup Plan
Have a backup plan for transportation and child care. If you are running late, call your supervisor immediately.

Demonstrate Dependability
Avoid taking off or calling out for the first few weeks.

Follow the Rules
Do not rely on others to inform you of your company’s policies and procedures. Take a proactive approach.
- Read and keep all manuals or handbooks given to you.
- Actively participate in any new employee orientations by taking notes and asking questions.
- If you are not sure of a policy, ask your supervisor or HR.
- Follow the proper chain of command if you have a problem at work: if you are unable to resolve the issue yourself, first talk to your immediate supervisor unless directed to take other action.

Dress Appropriately
Dress Code
Ask about the dress code before your first day of work, if possible. When in doubt, it is better to be overdressed than underdressed. In a few weeks, you will become familiar with the dress code (e.g., professional, business casual) by taking note of your colleagues’ attire.

Personal Hygiene
It is essential to always arrive to work clean and well-groomed.

Jewelry
Keep jewelry and makeup as simple and natural as possible. Avoid heavy perfumes or colognes.

Get Along with Others
Be a Team Player
Offer to help your coworkers with projects.

You are the Company you Keep
Form relationships with coworkers who are well-liked and respected in the workplace.

Support Diversity
Everyone has different political, religious, and cultural beliefs. Avoid engaging in discussions that may offend others and keep a respectful attitude.

Act Professionally
Have a Good Work Ethic
Prove that you need little supervision by completing all assignments on time.

Be Flexible
Deadlines and situations constantly change in the workplace. Employers value an employee who can accept and accommodate change.

Phone Etiquette
Do not make personal phone calls or use your work email for personal communications.

Communication
Speak clearly and communicate professionally (both verbally and in emails). Make eye contact and pay attention to others when they speak to you. Refrain from using curse words or slang in the work setting.

Illegal Activities
Never use alcohol or illegal drugs at work.

Source: www.iseek.org/jobs/succeed.html

Contact CCBC Career Development Services

CCBC Catonsville
443-840-4435
SSRV- Suite 166

CCBC Dundalk
443-840-3131
SSRV- Suite 102

CCBC Essex
443-840-1732
SSRV- Suite 103

Online Career Counselor
Email: careericcounselor@ccbcmd.edu

Facebook
fwww.facebook.com/CCBCcareerservices

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www.twitter.com/ccbcmd_career

Pinterest
www.pinterest.com/ccbcmdcareer

Instagram
www.instagram.com/ccbc_careerservices
Know Yourself and Establish Goals

Know What you Want to Do
Identify your skills, interests, values, and personality type to determine the career/industry that would be a good fit for you.

Think About the Big Picture!
Set short-term and long-term career goals.

Create a Resume
Build a resume that highlights the skills, education, and related experience (e.g., volunteer, internship, and employment) desired by your potential employers.

Search for a Job

Network
Contact anyone that can assist in your job search, including past and current teachers, family, friends, previous employers, coaches, mentors, or the career center.

Search Online
Use online job search engines, company websites and CCBC College Central.

Explore Social Media
LinkedIn, Twitter and/or Facebook

Visit
Visit CCBC Career Development Services and meet with a career counselor for assistance.

Attend
Attend a CCBC or local job fair.

Apply for a Job

Online Applications
Some may ask you to fill in fields, while others require that you attach PDFs or Word docs of your resume and cover letter. Make sure you follow directions - you don't want a small error to impact your chances at getting the job!

In-Person Applications
Complete the application in its entirety before submitting. Make sure to dress professionally and ask to give the packet to the hiring manager directly, if possible.

Prepare for your Job Search

Research Companies
Learn about companies that appeal to you. Check out their online presence (website, Facebook, LinkedIn, Twitter) and assess the culture of the company. Can you see yourself working there?

Devote Time
Set aside time every day to your job search. Job searching is a job in itself!

Organize your Efforts
Keep track of the companies you have researched, application deadlines, job titles, and contact information. An excel spreadsheet or notebook can be helpful.

Follow-Up about 1-2 Weeks after Applying

Email or Call
Contact the hiring manager. This shows interest and a genuine desire to get the job.

Inquire
Ask if any decisions have been made about the position and about the typical timeline.

Ask about Protocol
Find out what the protocol is for following up again. (e.g., “If I haven’t heard anything in 1-2 weeks, is it ok to contact you again?)

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