

Rock Your Job

THE DEFINITIVE
GUIDE TO BEING
THE BEST EMPLOYEE



You have a job – but you feel as though you're not quite reaching your fullest potential.

Here's the deal: No matter what you're trying to achieve professionally – landing a promotion, finding a better opportunity, earning more money – success starts with doing an amazing job in your current position.

Fortunately, there are many ways to become a dream employee (temp or direct!) and get ahead. In this eBook, you'll learn:

- *Dos and don'ts on the job*
- *How to hone your soft skills*
- *Tips for steering clear of office drama*
- *How to leverage your temporary or contract job for professional growth*
- *The value of a staffing service in advancing your career*

Dos on the job

To become a dream employee and pave the path for future success, here are some things you should always do on the job:

- **DO TAKE OWNERSHIP FOR YOUR MISTAKES.**
It's easy to play the "blame game" when you make mistakes at work. However, blaming others for your wrongdoings is a quick way to lose the respect of your co-workers and boss. Taking accountability for your actions will show you're willing to learn from your mistakes.
- **DO STRIVE TO DO YOUR BEST AT ALL TIMES.**
No matter how big or small a task or project may be, a commitment to always doing your best will speak wonders about your character and integrity. This is a quality that will serve you well as you progress professionally.
- **DO SEEK CONSTRUCTIVE FEEDBACK.**
Even in the most basic of jobs, there's always something new to learn about yourself. In your quest to grow your career, be sure to regularly ask for feedback about your performance from your managers and co-workers. This will help you get a clearer sense of your strengths, weaknesses and how you can improve moving forward.

Don'ts on the job

No matter how unhappy or deflated you may feel at work sometimes, it's critical to maintain a high level of professional decorum:

- **DON'T MENTALLY "CHECK OUT."**
Too often employees disengage from their jobs (especially when they begin seeking new employment). Even if you're in search of new opportunities, it's imperative you stay focused on the work that's in front of you and maintain a positive reputation in the eyes of your boss.
- **DON'T BURN BRIDGES.**
Whether it's developing valuable references or building a network of industry contacts, the relationships you make now can have a significant impact on your professional future. Regardless of differences in opinion, work styles or values, strive to maintain positive relationships with co-workers and management.
- **DON'T ASSUME YOUR CURRENT JOB WON'T MATTER.**
The experience you gain in any job (no matter how mundane it seems) is important. Even an entry-level job can be a stepping stone to something more; the way you perform in your current role can have a tremendous impact on your future career outcomes. Take pride in your work and give it your best!

Honing your soft skills

Regardless of your type of job, working well with others is a critical trait needed for professional growth. Here are some tips for getting your soft skills into high gear:

- **DEVELOP YOUR VERBAL AND WRITTEN COMMUNICATION SKILLS.**
Effective communication is determined by both the way you speak and write. Exhibiting respectful communication in person, on the phone and in emails will reflect positively on you as a professional.
- **THINK BEFORE REACTING.**
In fast-paced or stressful work environments, it can be tempting to react quickly to situations. However, it's best to think about what you're going to say before responding in a way you might regret.
- **PAY ATTENTION TO YOUR ATTITUDE.**
Employers want to hire and promote people who display a positive attitude, even when work becomes a challenge. At work, make a conscious effort to:
 - *Focus on solutions (instead of complaining)*
 - *Compliment (instead of criticize)*
 - *Look for opportunities to learn from your mistakes*
- **BE A GREAT TEAM PLAYER.**
Teamwork is one of the most universal soft skills today's employers seek. Demonstrate you have the right stuff on the job:
 - *Be accountable for your actions*
 - *Hit your deadlines and honor your commitments*
 - *Find ways to support others*
 - *Treat team members with respect*
 - *Freely share ideas and best practices*

Steering clear of office drama

Office drama and politics will always exist in the workplace – but it's how you handle it that can make or break your career. Getting sucked into workplace gossip can, unfortunately, have negative effects on your professional reputation and hurt your productivity.

Here are some tips for navigating office drama:

- **FOCUS ON YOUR WORK.**
It sounds simple, but focusing on yourself and what you need to get done will keep you on the right track. Rather than become distracted by watercooler conversations, make a commitment every day to learning new skills and acquiring more knowledge about your industry.
- **SET BOUNDARIES.**
While it's great to have friendships with colleagues, it's critical to set boundaries. It's best to always keep your conversations professional in the workplace and avoid topics of a very personal or provocative nature, such as religion or political views.
- **STAY NEUTRAL.**
Even though you may be tempted to weigh in with your opinion, it's best to stay neutral. You can handle these situations by changing the subject or politely excusing yourself.

Using your temporary or contract job for professional growth

A temporary or contract job can be a valuable stepping stone to getting your dream job. Here's how you can maximize temporary or contract employment for long-term success:

- **LEARN THE ROPES.**
Many temp or contract jobs have the potential to turn into permanent, long-term positions. Your ability to master important skills on the job can open doors to opportunities to “climb the ladder” and be considered for full-time openings at the company.
- **ACQUIRE PROFESSIONAL REFERENCES**
Though a job may be temporary, the relationships you make will not be. Don't underestimate the importance of having top-notch references from your manager and colleagues as you apply to future positions.
- **BROADEN YOUR KNOWLEDGE BASE.**
Rather than sit back and relax, use your temp or contract job to learn! Whether it's utilizing company resources or seeking the guidance of a mentor, use your job to make yourself a more marketable candidate.



Looking for a **great new job** to rock?

Working through a staffing service can expose you to new opportunities, broaden your skill set and bring your career to new heights.

*Most importantly, a staffing firm will connect you with jobs that are a great fit for your experience, skills and personality. Offering diverse assignments and direct jobs with a wide range of employers, your staffing recruiter will match you with a job you'll **want** to rock.*