

## **The Superstar Employee**

- Always carry a pad of paper and a pen into a meeting. Take notes on the meeting.
- Pay attention to instructions and ask for clarification when needed (write down details that are difficult to remember).
- Prepare a lunch time training session on a topic related to your department (check with your supervisor to approve of topic).
- Dress appropriately (try to match your supervisor's attire).
- Communicate professionally by proofreading all written work (and emails), speak clearly and respectfully.
- Always be on time and limit absences.

- When photo copying a document, be sure to count the number of original pages to be copied and compare the count to the number of pages produced by the photocopier.

- Do your best to complete projects on time. Inform your supervisor of your progress if 50% of the time allotted has passed, but you're not 50% complete.

- Don't gossip or spread rumors.

- Adopt a mentor - a person with enough influence to ensure you are exposed to good work assignments, projects and influential people.

- Accept new work assignments with a joyful willingness (even if it doesn't appear to be challenging).

## **Maximize Your Career Stability**

### **What Every Employee Should Know To Be Successful**

Helpful Topics Covered:

- Track Your Progress Daily
- Manage Your Supervisor
- When Work Is Slow . . . .
- Network With People
- The Superstar Employee

## Track Your Progress Daily

- Keep a journal.
- Don't leave work without writing down what you have learned for the day.
- Record learning points
  - What went right
  - What went wrong
  - What can be done better
- Keep track of how long it takes you to complete all projects or tasks.
- Ask for informal periodic evaluations of your performance from your supervisor. Don't let more than three months pass without feedback on your performance. Don't wait until the formal review process.
- Set goals for yourself. Communicate them with your supervisor to ensure their appropriateness and to get assistance with accomplishing them.

## When Work Is Slow, Do This

- Ensure your supervisor knows of your skills/talents/abilities (knowledge of computer software, languages, typing speed, etc.).
- Keep a log of ongoing projects (with time to completion). Ensure your supervisor has a current copy.
- Communicate your availability to your supervisor.
- Review the company history.
- Familiarize yourself with the company structure (organization chart, departments, locations).
- Brainstorm and document how you could automate what is a currently a manual process.
- Familiarize yourself with the company databases of information (policies & procedures manuals).
- Read industry publications / magazines that are in the office.

## Network to Learn About People

- Join a committee/group within the company (diversity, social, charitable, sports team).
- Take a walk around the office and introduce yourself to people, even if they are not in your department.
- Go to lunch with different people and learn what they do for the company.
- Don't be afraid to talk about yourself and your interests (don't share information you feel uncomfortable about).
- Ask your supervisors and managers if you may join them for lunch. Find out their backgrounds and how they got into their current position.