

# What Your Employer Expects

**Y**ou're starting a new job. You know you should feel excited about opportunities ahead. If only you could get those butterflies to stop fluttering in your stomach.

Anxiety is natural at the start of any job. From first-time employees to skilled professionals, everyone suffers new-job jitters. The good news is that you can reduce your anxiety by learning the skills and behaviors employers value in new hires.

These are basic expectations for all jobs—from the lowest on the career ladder to the highest.

- ◆ Putting in a full day of high-quality work
- ◆ Taking initiative
- ◆ Demonstrating a positive attitude
- ◆ Behaving ethically
- ◆ Being organized and managing time well
- ◆ Learning from criticism
- ◆ Showing a willingness to learn
- ◆ Communicating clearly
- ◆ Working effectively in groups
- ◆ Assuming responsibility for mistakes

The workshops in this book will teach you how to apply these and other important skills and characteristics. By mastering them, you can quickly

become a valued employee who is chosen for important projects and teams.

In Workshop 1 you will learn specific steps to take that will contribute to your organization from your first day on the job.

Workshop 2 stresses the importance of demonstrating a positive, can-do attitude. Ethics is the subject of Workshop 3. The workshop teaches how to show integrity at work and resolve ethical dilemmas.

In Workshop 4, you'll learn to strengthen your organizational and time management skills, to make the best use of your company's time.

Workshop 5 teaches the value of accepting responsibilities with professionalism and confidence. It stresses the importance of acknowledging mistakes and learning from them.

In Workshop 6, the focus turns to communication guidelines that will help you improve your listening, speaking, and writing skills, with the goal of preventing miscommunication.

Workshop 7 describes the types of teams used by many companies and teaches the skills you'll need to be an effective team player.



# Introduction

Complete the following self-assessment to see how much you know about the behaviors valued by employers.

### My Boss and I Agree

	Agree	Disagree
1. All I have to do is listen to my boss and do what I'm told to get a great performance review.	<input type="radio"/>	<input type="radio"/>
2. Some jobs are beneath me. I won't learn anything if I spend all my time doing them.	<input type="radio"/>	<input type="radio"/>
3. I don't work directly with customers or clients, so it doesn't matter how I dress for work.	<input type="radio"/>	<input type="radio"/>
4. My boss will teach me everything I need to know on the job, so I don't have to learn anything on my own.	<input type="radio"/>	<input type="radio"/>
5. My coworkers should understand my occasional bad moods and give me space.	<input type="radio"/>	<input type="radio"/>
6. Doing only what I was hired to do is enough to get promoted.	<input type="radio"/>	<input type="radio"/>
7. I deserve some perks for all of my hard work, so it's okay to take a few supplies home.	<input type="radio"/>	<input type="radio"/>
8. I work hard while I'm here, so no one will mind if I'm a few minutes late for work a day or two a week.	<input type="radio"/>	<input type="radio"/>
9. As long as I stay late and get my work done, my supervisor shouldn't care if I take time with personal phone calls.	<input type="radio"/>	<input type="radio"/>
10. Being a perfectionist is the most important thing at work, so I shouldn't worry about deadlines.	<input type="radio"/>	<input type="radio"/>
11. I shouldn't have to take responsibility for my actions at work. That's what supervisors are for.	<input type="radio"/>	<input type="radio"/>
12. Preventing misunderstandings is easy. You just have to speak clearly and logically.	<input type="radio"/>	<input type="radio"/>
13. Because new employees bring a fresh perspective, they should point out from Day 1 how their company's systems can be improved.	<input type="radio"/>	<input type="radio"/>
14. Teams waste time, so working independently is more productive.	<input type="radio"/>	<input type="radio"/>

If you marked "Agree" for any of these statements, you need to learn more about employer expectations for today's workforce. The workshops in this Quick

Skills Series book will help you acquire the skills you need to shine in your job.