

## Job Retention

Congratulations! You got the job. This is going to be a great opportunity for you. The talents, skills and accomplishments that helped you to get this job are only the beginning. You should make no mistake that you still have some work to do to make yourself valuable within the organization, even make yourself irreplaceable. There are effective soft skills that you can do that will help you succeed at this job and stay with this employer longer. Here are a few:

### Positive Attitude

We all have bad days but, by and large, are you a good person to work with? Do you have the right attitude? We all know people are good to have around and people who aren't. Here are some things you can do to shine:

- Be courteous and helpful to customers
- Be friendly and engaged with coworkers
- Don't gossip or speak badly of people
- Be a good listener and a strong communicator

### Hard Worker

Dedicating yourself to your job is a sure-fire way to stand out and get noticed for the right reasons. There are a few things you should do to make sure that you start to build your reputation as someone valued and it starts on your first day:

- Show up to work on time
- Learn all you can about your role and do the best you can at it
- Have a desire to work hard
- Take initiative- when you see a way to contribute, do it.
- Use your time effectively and efficiently
- Be a great problem solver
- Set goals and achieve them

### Adaptable

Anything can happen at work and it frequently does. One of the keys to success is to make sure that you are flexible enough to adapt to those changes as they come up. Adaptability is partially tied to our personality, to our experiences and to our attitudes. Here are some things you can do to be more adaptable:

- Learn all you can about the company and the industry
- Learn what your company's competitors are doing so you can react to it
- Identify and work to lessen any risks or safety concerns
- Find ways to manage your stress
- Be committed to your company and your work