



On-the-Job Reminders

THINGS TO KEEP IN MIND

Understand the Expectations of Your Boss

- ▶ THEREFORE: Understanding what your job description specifically includes is important.
 - **Ask questions** about what exactly is expected of you
 - In your interview and/or your first training days are the perfect opportunities to clarify anything you don't understand
 - If you don't always feel comfortable, you can also **consult your coworkers** --- understand what their experience has been



Expectations of Your Boss Continued...

EXPECTATIONS COULD INCLUDE:

▶ Your Responsibilities:

- What falls under your job title?
 - Tasks
 - Duties/obligations

▶ Preferred communication styles:

- What = the best ways to reach your boss?
- When do you need to communicate with your boss?
- Who is best to ask clarifying questions to in the workplace?
 - Coworkers?
 - Managers?

▶ Work-place protocol:

- What to do in case of an emergency/problem?
- What does "professional" mean in this workspace?
 - Example: how are you expected to act with customers?

▶ Scheduling:

- How many hours are expected of you?
- Are you allowed time off?
 - How could you ask for time off?

Follow Through

- ▶ When you are given or volunteer a task:
 - Make sure you understand what is expected
 - If you are given or give a time/date to complete the task – **follow through**
 - Have it in and completed by that time and date
- ▶ This practice **builds trust**
 - You help solidify your **reliability**
 - You demonstrate you don't need to be micro-managed
 - Therefore: you don't create more unnecessary work for your boss
 - You prove you can be given more responsibility



Don't let someone else control your attitude

YOU are in control of YOU

- ▶ How you feel and how you act is up to you.
 - It's **normal to feel** frustrated, angry, or upset at a situation—everyone can have bad days and workdays can be hard
 - It's **important to remember** you can still make the best out of a situation and that is a trait that is professionally valued

- ▶ How do we do this?

- **PRACTICE SELF CARE**
- **SET CLEAR BOUNDARIES**
- **PRACTICE CLEAR COMMUNICATION**

PATIENCE AND MINDSET

- Take a moment for yourself if you need to recenter in order to effectively deal with the problem in front of you
 - *What needs to be prioritized in the moment to get the job done?*

Once you clock in you are always being evaluated

- ▶ Know that when you are in a professional setting, you are in your professional mindset
- ▶ In the work place you are always demonstrating to your coworkers and superiors how good you are at your current job and for future jobs
 - Acting like you are always being evaluated helps keep you in line for if/when you want to ask for a recommendation letter or referral contact from your current boss for another future position you wish to get
 - The thing about gaining experience is that future employers use that experience to judge whether they want to hire you – they look at YOUR DATA
 - So be mindful of what data gets collected



Challenges = Opportunities, not Problems.

- ▶ When you feel overwhelmed, or out of your depth: a **learning mindset** helps **reset you** to tackle the challenge in front of you
 - Every problem is an opportunity to learn and **grow**
 - No one goes into every job knowing everything ---that's impossible and unreasonable
 - A **learning mindset** means you acknowledge that:
 - You may not know how to "do" **yet**
 - But you do know how to **learn now** – you have been learning your whole life!
- This can take the anxiety of underperforming out of the situation---allowing you to **tackle what's in front of you** in the moment:
 - What can you do?
 - ▶ Ask questions (google even)
 - ▶ **Observe**---what do you see? What is needed? What seems applicable? What seems helpful?

TASK #1:

Take out a piece of paper/open a word doc and **brainstorm:**

*2 instances where you had to deal with a significant challenge
(doesn't necessarily have to be school/work related)*

Consider both your above situations and now **describe:**

How did you GROW from these experiences

List out skills you needed to use—and therefore helped develop through this experience (*ex: communication, time management, collaboration, time management, collaboration etc.*)

TASK #2:

Take out a piece of paper/open a word doc and **brainstorm:**

1 instance where you have used a learning mindset

If you can:

Describe:

1. What the situation was
2. How you felt while using a learning mindset
3. What skills or qualities helped with this mindset

If you can't:

Describe:

1. A challenging situation
2. What mindset you were in
3. What a learning mindset would have looked like