

Thomas County Central High School
Department of Career, Technical, and Agricultural Education

Increase Your Job Success Assignment

Directions: Access the following website: <http://gcflearnfree.org/jobsuccess/1> After reading the information on the website, answer the following questions (in complete sentences).

1. List and describe 10 ways to increase your chances of workplace success.

Do your Job

Follow the rules

Be courteous

Be a team player

Get a mentor

Fit in with the organization's culture

Find ways to be a star employee

Conquour Negativity

Take control

Find a work life balance

2. Identify which employee (Brian or Mary) is the better employee. Give specific reasons to defend your choice.

I would choose Brain as the better employee, he does not have the experience or the words per minute but he has not been a problem with customers.

3. Mary and Brian are interviewing for a position as an executive secretary at a large corporation. Which person would get the job? Why?

I would give Brian the job because he seems trainable.

4. List the 8 characteristics of people that employers want to work with.

honest, on time, polite, team player, flexible, hard working, speaks well,
friendly