



Centre Partenaires pour l'emploi
Partners for Employment Centre

**YOUR RESOURCE AND EXPERTS IN
EMPLOYMENT**

I'VE GOT A JOB, HOW DO I KEEP IT?

2020

**EMPLOYMENT
ONTARIO**

I Got a Job and Then What?

Congratulations! You just got a job, and now your challenge is to keep it. This guide proposes tips and advice in order to become part of your new workplace. A job plays an important role in life and it can bring great satisfaction. No matter the kind of work that you do, it is important to do it well. And above all, do not forget that you reap what you sow.

The first Days at Work: How to Control your Nervousness

Six things to remember in order to deal with nervousness when you start a new job:

- **You have the right to make mistakes.** If you make a mistake, admit it and take steps to avoid repeating it.
- **Here are only two things that you must prove to your employer.** You are a person who is eager to learn and you are not afraid of admitting what you do not know. There is no point in trying to compare yourself to others.
- **"Being here, now" represents 80% of success.** "Being here, now" means listening, seeing, observing, and following instructions.
- **Focus on the progress not on perfection.** Of course, the organization for which you work will evaluate you according to its own set of standards. But you still have your own expectations and you can set very specific objectives for yourself.
- **Measure your progress little by little.** Success is rarely immediate. Objectives must be set and your progress must be measured little by little.
- **Ask questions.** Do not be afraid to ask questions and take notes in the first few weeks of your hire. You are in a process of learning about your new work environment so it's normal not to know everything.

Avoid All the Possible Reasons That Could Cause You to Lose Your Job

- Be diligent, always arrive on time and get your work done on time. It's therefore very important to notify your supervisor of any absence or delay.
- Look after your appearance and keep your workspace clean and organized and dress according to your job. If you work in an office, professional clothing is a must. If you work on a construction site, make sure that you have the necessary personal protective equipment.
- If possible, try to exceed expectations of you. Be dedicated. Don't count your hours. Are you having a problem? Demonstrate persistence, resourcefulness and autonomy.

Use of Equipment and Resources for Personal Reasons

- Are personal calls permitted during your break?
- Are cell phones allowed on the job?
- May you email your gym registration during your lunch break?
- Is coffee available all day long for all employees?
- May pens bearing the office's logo be distributed to your family members and friends as gifts?

Since you do not have the answers, you must not assume that these actions are allowed. Assuming can lead to your dismissal. It is preferable to enquire about the policies regarding the use of office equipment and resources.

Being a Team Player and Maintaining Good Working Relationships

A good working relationship means that you are able to work with a teammate, a supervisor or your boss in a friendly, professional and respectful manner. Be as active as possible in office meetings and social events. Show interest. Do not hesitate to make suggestions in order to show off yourself. Take the time to talk to the people who work with you to get to know them better.

Always be polite and respectful of others. Try to control your emotions and avoid arguments when you are in the office, as they can tarnish your image. It would be a shame to lose the esteem of your boss or coworkers for trivialities. That said, be frank and honest when speaking.

If a teammate is discriminating against you or harassing you, you must immediately talk about it with your supervisor. If you are not able to do so or the problem is with your supervisor, talk to someone whom you trust. You can also visit the Ministry of Labour's website for additional information concerning employment standards or other related topics. (<http://www.labour.gov.on.ca/english/>)

How to Perform Well

- Always give your 100% and show good humor, motivation and dynamism at all times and in all circumstances so that everyone in the organization, boss and colleagues, have the best possible image of you. Always be positive.
- Take the time to read any guides or instruction manuals provided by the employer in order to better understand your duties. In addition, it is important to follow company policy, especially when you are a new employee.

During the training, listen carefully, take notes and try to put into practice what has been explained and ask questions in order to show your interest and to avoid making mistakes that could have important repercussions. By asking questions, you show that you are not afraid to admit what you don't know.

Respect the values of the organization. For example, if the values are: respect, family, creativity, quality and surpassing oneself, you will have to integrate them and convey them. This in the end will enable you to be good ambassador for the organization and to represent it well wherever you go. Whether you like it or not. It's part of the contract.

How to React to Criticism

When it is constructive criticism:

- Smile and say "Thank you"

When it is negative criticism:

- Listen to suggestions that can lead to solutions and improve your performance.
- Deal only with the situation at hand and do not focus on a previous incident.
- Try and separate the situation's facts from your emotions. Listen for suggestions that may lead to solutions.
- Know that your version of the truth may not be the others' version or interpretation.
- Calm yourself before answering. You will have better results if you stay calm and give clear and specific answer.

Occupational Health and Safety Act

Your role...

Your employer and your supervisor are not the only one who have legal responsibilities. You must do your part as well. Here is what the act requires of you:

1. Obey the law;
2. Use machines and the equipment in a safe manner;
3. Wear the required personal protective equipment;
4. Report all hazards to your boss;
5. Work in a safe manner and do not do any foolish things.

Your rights...

1. The legislation also gives you three important rights as a worker:
2. The right to be informed;
3. The right to participate;
4. The right to refuse a dangerous work.

For more information concerning occupational health and safety, you can visit the Workplace Safety and Insurance Board website at www.wsib.on.ca.

Sources:

<https://www.collegecdi.ca/ontario/connectez-vous/actualites/comment-conserver-son-travail/>

<https://www.secretaire-inc.com/fr/particulier/jeunesse/emploi/comment-garder-son-emploi/>