

Success On The Job

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Success On The Job

INTRODUCTION

This book will prepare you for the difficult task of job hunting. Not only will it show you how to get a job but it will show you how to keep your job and get the most out of it. You will be able to use the most modern psychological measures in dealing with other people so that you are always ahead. Follow the instruction in this book and see yourself go to the top.

HOW TO PREPARE FOR JOB HUNTING

Know What You Want

You should be perfectly clear of what you want. Don't give yourself vague objectives such as "any job that pays." Make your objectives and goals very definite and specific. Your first step to getting a successful job is knowing precisely what you want. Ask yourself this question and write down the answer on a sheet of paper.

Expect The Best But Prepare For Adversity

Always expect success, but prepare for the bad things in life. Adversity happens to the best of us. Our challenge is to conquer adversity. Adversity is a great teacher; learn its lessons well. Remember, if you haven't been through bad times, you are far from success.

Be Positive

When you create a "win,win, win" attitude, you will start to win. When you start to think positively, everything around you will be positive. Whatever you expect to take place will take place. If you want things to be good, they will be good. You are the master of your destiny. Destiny DOES NOT rule you.

Be Confident

You must have confidence in yourself. If you are not confident in yourself, people will not be confident in you. People admire and respect confident people. You will even admire and respect yourself more. If you have doubts about yourself, other people will have doubts about you, also.

Action Is The Key

Do whatever you have to do to get where you want to. Commit yourself to action. Don't put off your plans, start today. The only way you will achieve success is if you act now. You must act

now with full force if you want to achieve your dreams. Plan to act out your ideas today.

Visualize Your New Job

Look ahead and visualize the job you want. Tell yourself how much you want the job and what you are willing to do for it. Your dreams will become your reality if you let them. Know what your dreams are. Visualize success in your mind so well that it is almost real.

Be Persistent

Be persistent to do better. Anything worth doing is worth doing again and again and again. Don't let rejection stop you from reaching your goals. Keep trying and you will succeed. Nobody makes it the first time. Try over and over again and don't stop until you get what you want. There is no going back.

It's Going To Cost You

Nobody gets a free ride. If you want something, you must pay for it. It is going to be hard to get what you want, but it will be well worth it when you are successful. The best things in life are the hard things.

Other People Can help You

People will help you to get where you want to go. You will never make it alone easily. People can teach you and help you become a better person. Listen to other people--you will learn from them. If someone helps you, don't forget to reward him.

Demand A Lot

When you demand a lot, you get a lot. Your expectations of others and yourself will become a reality if you expect them to be real. What you expect to happen, will happen. If you push yourself hard, you will start to see results. demand and you will receive.

WHERE TO LOOK FOR A JOB

Look through the help and want ads of newspapers and professional and trade journals. Find out where government jobs are listed and then try out for a state, local or federal job. Check with your state employment center--it may be able to get you a lead. Most schools have job placement centers, check with them. The secretaries of civic organizations and the Chamber of Commerce may have some leads for you You may be able to get a job by going to a job fair. If you are a minority or need special assistance, you may be able to get help finding a job from special interest

groups. Check at your public library for further information.

Where You Can get Job Leads

Trade conventions and organizations that relate to your field may be able to get you job leads. Ask relatives and friends if they can furnish you with any leads in your field. Place a job ad in newspapers or professional journals.

YOUR RESUME

A resume is helpful for any type of professional job you are trying out for. A good and effective resume will lead you to personal interviews.

Preparing Your Resume

You must write down a collection of all the information about yourself on a sheet of paper. After all of this information is organized, transfer it to a resume. Only use the training and experience that are relevant to the job which you are applying. Write down all the information that relates to your goal on your data sheet. When you are mentioning jobs that are unrelated to the job you are applying for, be brief. Tell your prospective employer anything and everything that's in your favor and will interest him. Arrange the information so it catches your prospective employer's attention.

To determine what you should put in the beginning of your resume, think of what your potential employer will feel is important. You can organize your experience by job or by function. Your resume should be detailed enough to give an employer all the important facts on you, but it should not be too long or an employer may not read it. Employers are busy people and they want the facts in a few words as possible. When writing out your resume, don't mention anything negative about yourself. If you have never had any work experience and the job calls for work experience, should you put "none" in that section of your resume? No. If you have never had any previous work experience, don't even include work experience.

Make Your Resume Impressive

Your resume must be typed on a good typewriter. Remember, when a prospective employer looks at a resume he subconsciously relates the quality of your resume with the quality of your work. It is the only thing he sees of you. The most impressive resumes are not five-color jobs on 20-cent paper. If your resume is too flashy, your prospective employer may not be too impressed. Don't pass out carbon copies of your resume because they look cheap and they tell an employer that you gave the original to someone else. Research has shown that resumes printed on yellow paper with

brown ink are the most effective. If you don't want to print your resumes, just photocopy them on fancy yellow paper to give them that quality touch.

THE INTERVIEW

What You Should Bring To The Job Interview

Organize and prepare all the papers you will need with you at your job interview. Your main document is your resume. If you don't have a resume, take instead your school records, Social Security card, work records, licenses, military records, dates of employment and names of your employers.

Your References

It is also important to create a list of references. Be prepared to give an employer the names and addresses of three people who are familiar with you and/or your work. You should ask your references for the use of their names in advance. If you think it appropriate, ask a professional friend or former employer to write you a letter of reference, and include it with your resume. If your work is the type of work you can show, take samples of what you have done in the past.

Know The Company And The Employer

Learn all you can about the company that is interviewing you. Go to the library or your Chamber of Commerce to find out all you can about it. Try to find out exactly what they do and what they have in store for you as far as jobs are concerned. Find out who you will be working for. The person you will be working for will be very influential in your life. Make sure you really want to work for this person. If your future boss doesn't tell you about himself at the interview, don't ask.

Know How Much You Should Earn

Know how much you should earn with your talents and skills. Make your estimate a little higher so the company benefits when they bid you down. Don't go too high or you won't get the job. Know approximately what the salary scale is for the job and be ready to negotiate the salary.

Know Yourself

It is important that you know yourself. Evaluate what you can offer this company, whether it is education, training or special

skills. Always tell them what you can do, not what you can't do. Know exactly what type of job you are applying for and what type of job you want.

Know Your Interviewer

Prepare yourself for the questions for the questions the interviewer is going to ask you. You should rehearse answers to the most commonly asked questions. Have some one ask you these questions to practice your answers:

Why do you want to work here?
how long do you want to stay with this company?
Why did you leave your last job?
Tell me about yourself.
Why aren't you working now?
How long do you think you would stay in this present job without a promotion?
Why should we hire you?
What is your greatest strength/weakness?
What did you like/dislike about your last job?
How much did you earn?
How much do you want to earn?
Why do you think you can do this job without experience?

Your Time

Make sure you are at least 10 minutes early for the scheduled appointment. Don't come too early or too late. Give yourself enough time to spend with the interviewer--don't arrange another appointment 15 minutes after the first appointment. Your time with the interviewer should be uninterrupted.

Your Appearance And Dress

Don't wear too casual or too formal clothing to the interview. Dress conservatively without flashy colors. Be well groomed and shave for your interview. Women should make sure they look very neat. Hair should not be in the face, it should be up or tied back. Makeup should be subtle. The way you look is very important to your interviewer. If your appearance is bad for the interview, that is the impression an employer will have of your job performance. Neat appearance is always a must.

What To Do At The Interview

When you shake an employer's hand, shake it firm, solid grip. Don't shake his hand passively. Be businesslike but pleasant and friendly. Smile throughout the whole interview. Make sure your smile does not look fake. Good eye contact is very important. If you can't look into his eyes, look at the bridge of his nose. This will seem as if you are looking into his eyes. Sit straight

up but toward the interviewer. This will make it seem as if you are very interested in what the interviewer has to say. Don't smoke or have poor posture during the interview. If you are under stress, try to act calm.

What To Say At The Interview

Let the employer take charge of the interview. Answer his questions briefly but completely. Don't ramble on about unimportant things and waste his time. Dogmatic statements should be avoided. Tell the employer exactly what you expect from your job and from him. Also tell him exactly what he can expect from you. Stress your qualifications in a positive, affirmative tone. When the employer tells you what type of person is wanted, use this information when telling the employer about your qualifications. It is very important to tell him what he wants to hear. When you tell people what they want to hear, they start to agree with you. Don't over do it and exaggerate with lies. Use your resume or records to support any claim you make about yourself. If you don't understand a question the interviewer asks you, repeat it back to him to see if you understand it. Try to see what the interviewer wants to find out about you. If you know what he wants to find out, make your answers fit his needs.

What Not To Say And Do At The Interview

Talk about previous jobs if they are in your favor. Don't say anything bad or criticize previous employers or fellow workers. If you say anything bad about anyone, your future employer can expect trouble from you. Don't say anything negative about yourself. Try not to discuss anything personal, financial or domestic unless you are specifically asked. If the interviewer questions you at a quick pace with confusing questions, he is doing this to put you under stress. Stay in control and answer calmly. Don't be overly impatient when an employer asks you a question. Wait for him to finish the question and then answer it completely and in a relaxed manner. You don't want an employer to think you are desperate for the job. Don't take anyone with you to the interview--this makes you seem insecure.

At The End Of The Interview

If the employer does not offer you the job at the end of the interview, ask him when you will hear from him or when you can call to find out his decision. If you are asked to come back, write down the time and place you are to attend. After the interview thank the employer for spending his time with you. Ask him if he knows of any other company that may need a person with your qualifications. A good practice is to also thank the employer by mail with a "thank you" letter. Many applicants don't do this, so this may give you an edge on the job.

If You Are Hired At The Interview

Make sure that you understand what your duties will be. A good understanding of what your employer expects from you and what you expect from your job will prevent conflicts in the future. Make sure that you are very clear on both of them. You should also find out what advancement opportunities are open for you. Tell the employer what salary you want, but only bring up money when the employer brings up your salary.

If, at the end of the interview, you are not offered the job, tell the interviewer that you really want the job. Follow up with a thank you letter to the interviewer. Tell the interviewer again in the note that you really want the job. If you forgot to mention something in the interview that you thought was important, don't hesitate to mention it in the letter. If the company hasn't contacted you in a week or two, call. If somebody else is hired for the job ask the interviewer if he has any other openings in his company or if he can give you any leads.

WHAT YOU NEED TO GET THAT RAISE

Make The First Move

Don't wait for someone else to tell you what to do. Upper management admires an individual who takes initiative. Develop your individual talents. Educate yourself with new skills and knowledge. Show them that you are a real "go getter."

Make Quick Decisions

Teach yourself to make quick, intelligent decisions. Being indecisive will hurt you. Anyone can make good, quick decisions--it is just a matter of training yourself. Intuitive instincts must be developed.

Seek More Responsibility

Take on the tougher assignments. Actively seek more difficult work with added responsibility. Take on all the responsibility you can handle. Try to take the added responsibilities in addition to your assigned work, The greater your responsibilities, the more you are an asset to management.

Increase Your Interests

The more you know, the more valuable you are to the company you work for. Go to night classes or just read books that will give you that added education. Increase your interest in things that will help your company. Specializing in as many things as you can will help you move up in a company.

Take The Risk

Nothing comes easily. Moving up in a company is going to be hard but rewarding. If you expect to move up, you must take chances. It is the little risks in life that give us the most advancement. If you don't stick your neck out, your chances of moving up are slim.

Know Your Company

Find out everything you can about the company you work for. Understand and know your company. Study and learn the jobs of your fellow workers. Understand what they do and why they do it. Always try to increase your knowledge.

Know Your Boss

Find out what type of qualities your boss and upper management are looking for in employees. Try to develop those qualities.

Be Good At Your Job

Management always admires people who are efficient at their jobs. Keep the highest possible level of production and quality every day. Be so good at your job that you can do it without close supervision. Don't fool around on the job, regardless of what other employees do.

Know Your Goal

You Should know exactly what position you want. Be the person they want if you want that position. Make sure you can do all that is required.

Devote Yourself To Your Company

You should have a strong sense of loyalty and devotion toward your company. Show the company that you care about its well being. Don't disagree with company policies. Even if you disagree with them, obey them. The best that you can do is to agree with the policies and tell management diplomatically how you feel about them.

Be Reliable

Being reliable is very important. A company wants to feel secure with your contribution to the company. Don't be late or absent from work without a very good reason.

Make Sure Your Accomplishments Are Seen

There is nothing wrong with letting others know what you have accomplished, as long as you don't brag. If the opportunity arises for recognition, take it. Make sure others know what you have done. A good suggestion is to jot down your accomplishments in a diary. When you ask for a raise, refer to your diary. Keep all your recommendations and awards in a file.

Be A Problem-Solver

Look for problems in your company. Devise practical and intelligent solutions to these problems. Bring the problem to the attention of your boss only after you have solved it and have all the details of the solution.

After-Work Activities

If overtime work is needed, don't ever decline or avoid it. Volunteer for committees, and then work hard for them so they meet their objectives.

Voice Your Opinion

When you speak up, make sure that your opinion is well thought out. Don't whine to your boss. Talk things out with him. Tell him what you have to say and then listen to him. Speak to your boss loudly, clearly and specifically. Don't voice a vague opinion--tell him in specific terms exactly what is bothering you.

Ask For A Raise

When you feel you are ready for a raise and you have fulfilled all the requirements I have pointed out, ask for one.

HOW TO GET A RAISE

Know Company Policies

Understand your company's policy on salaries and raises. You may have to be with the company a specified length of time to get a raise. Find out how long and act at the right time. If you are getting the maximum salary for your position, you may ask for a promotion or a re-classification. Do everything you can after studying the company policy book.

Know The Decision-Maker

You have to convince the person who has the authority to give raises that you deserve one. If that person is above your boss, prepare to convince your boss and his superiors that you deserve

a raise.

Do You Deserve A Raise?

You must find out if you deserve a raise. Only after you are sure you deserve one will others be sure you do. Rate yourself. Try to look at yourself through your boss's and your fellow workers' eyes. Do they think you deserve a raise?

How To Justify A Raise

Tell them about your accomplishments that helped the company. Show them how much you saved the company through your actions. Get to know what your skills are worth for another company in the same area. Present your company with that information. Present it to them in a very non-aggressive manner. Tell the company what you will be able to do for them in the future. Tell them how you will benefit the company with your new raise. Tell them how your value has increased since you have been with the company. Don't mention anything about your personal needs for the money.

Be Able To Handle Rejection

If you are rejected for a raise, be able to cope with it. Deal with the rejection before you ask your boss for a raise so you will know how to handle the situation. Remember, expect the best prepare for the worst.

Know What You Want

Before you speak to your boss know exactly how much more money you expect, both in terms of dollars and percentage. If you know your boss will negotiate with you, ask for more than you actually want. In this way you will get what you want or more.

When Should You Ask For A Raise?

Make an appointment with your boss. Don't ask him for a raise as he is passing in the hallway. Don't ask to see your boss on busy Mondays or Fridays.

Be Prepared For Criticism

You may be criticized for not performing "up to par" now. Don't let this criticism upset you, let it help you. You can learn from this criticism by asking for more feedback from your boss. Ask your boss how you can improve yourself. Ask him for suggestions. Always be willing to negotiate with your boss. He may only give you a bonus instead of a raise. Take it and ask for a raise later.

Handling Your Boss's feedback

Get an immediate answer from your boss if he has the power to give you the raise. If he can't give the answer to you now, ask him when he can. If he tells you he can't give you a raise ask him why. Ask him what he would require from you before you got a raise, his suggestions, what needs improvement, etc. Do what he tells you to do for a raise and, when you have satisfied his needs, ask him again. If you plan to quit if you don't get a raise, don't threaten your boss. You want your boss's good reference later if and when you do quit.

HOW TO MASTER THE ART OF COMPROMISE

In many cases all you will be able to get by being persistent is a compromise. Compromises are good. They get you one step further that you were in the first place. If for some reason, such as self-respect, you can't accept a compromise, then don't. Give whatever you can offer. If you do this you may not get any type of settlement in your favor. Here are steps that will show you how to compromise so that you get the best of the bargain:

Tell The Person Exactly What You Want

Tell the person exactly what you want in terms he will understand: "I want more..."

Persist

You must get past the other's person's excuses and alibis. You must be persistent until you feel you have hit the other person's bottom line. You may find that the other person is trying to manipulate you. Be persistent until that person has stopped all his manipulation.

If You Are Unsure

If you don't know what they want, then don't make a decision. You must think the situation over before you make a compromise. If you need more time, tell the other person that you need more time. Make sure that you can live with the compromise you have made before you make it.

HOW TO DEAL WITH USELESS CRITICISM

Some criticism you get is in poor taste. We must know how to deal with criticism such as: "You look terrible today" or, "You left this in my way, you idiot." Make sure this kind of criticism useless, follow these steps.

Agree With The Facts

Agree with the facts the other person presents. For example, in response to "You look terrible today," say, "I haven't been feeling too well lately"; in response to "You left this in my way you idiot," say, "Yes, I did leave it in your way." Answer only what was actually said, not what was implied.

How To Answer

Stay calm and collected during the whole conversation. Don't lose your temper. The only way a person will make you feel degraded is if you degrade yourself. You don't want to waste your time with this type of person, so don't defend yourself or attack him.

If You Made A Mistake

If you made a mistake, accept that fact. Don't accept the guilt for the mistake. If you were in error, then apologize. If you apologize, don't make a big thing out of it. Don't tell them how dreadfully sorry you are, etc. Just give them a plain "I'm sorry."

HOW TO DEAL WITH IMPORTANT CRITICISM

When you get important criticism, you want to know how to get the best out of it. Useful criticism is one of the best ways to make yourself into a better person. Follow these steps to get the most out of useful criticism.

Ask For Feedback

Find out exactly what others object to about you. If someone tells you "You are bad," that's not good enough. Find out exactly why that person thinks that way. Be very persistent--find out why the other person feels the way he does. Vague criticism is worthless to you.

Guess At Reason

If a person refuses to give you reasons for criticizing you, keep guessing at your faults until you get the right one. This may be the only way to find out what displeases the other person.

Don't Be Defensive

If you act defensively, you may not be able to benefit from useful criticism. Don't be sarcastic or intimidate the other person. You want to learn how to become a better person from the criticism.

Ask the person how you can change your objectionable behavior; be open to reasonable suggestions.

HOW TO GET YOUR CO-WORKERS AND YOUR SUPERIORS TO LIKE YOU

Good relations with your co-workers and your superiors will not only help you but will make work more enjoyable. Every employee wants to be liked by other employees. If you treat people the way they want to be treated, they will like you. Some of us don't know if what we do is objectionable to others. I am going to give you a list of things that attract other people to you and things they find objectionable. When you move up in the company, you will need all the support you can get.

Praise People

Everybody enjoys being praised. People look for approval of themselves in others. But you should praise people only when they deserve it. If you praise people when they don't deserve it, or if you praise too much, you lose your credibility. Don't exaggerate your praise. Make the praise as warm and sincere as you can.

Don't Put People Down

Putting down a person can be very damaging to you and the other person's relationship with you. People don't want to feel degraded by being called stupid, crazy, weird, etc. Don't put down anyone even if they are not present. If you do, the word will get back to them and you will look bad. Always talk positively about people. Even if you don't like them, still speak highly of them--you will be amazed at what this does. If you must say something bad, don't say anything at all.

Don't Be Concerned With Your Interests ONLY

There is nothing wrong with caring and looking out for yourself. Just don't make it noticeable to other people. You will be resented by other people if you seem selfish. Make sure others know you look out for them as well yourself.

Share The Credit

When others have helped you accomplish something, share the credit with them. Even if their contribution was not as great as yours, still share the credit with them. You will be surprised

Don't Ask Others To Do For You What You Won't Do For Them

If you are unwilling to go out of your way for people, don't expect them to go out of their way for you. Set the first example--if you help them, they will help you.

Always Show Appreciation

Everyone wants approval and recognition for what they have done. If someone helps you in any way, tell him how much you appreciate his actions. If you don't, he may not help you again. This is what you should tell people when you show your appreciation: "I really appreciate the way you..."; "Thank you very much for..."; "You are very good at...": "I really want to tell you how much I appreciated..."; "You were very nice to..." Don't show too much approval and recognition or it will lose its credibility.

Don't "Show Up" Others

When you "show up" others you do it at their expense. "Showing up" people in front of others takes away their self-respect. If you are better than others, they will know it--you don't have to degrade them.

Treat Small Things With Importance

Some things that seem small to you mean a great deal to others. Don't ignore small problems; help people solve them. Treating small problems with importance shows other people you care.

Care About People

Everybody is concerned about themselves and it is important for them to have someone to care for them. They are touched when you care about them. Helping people cope with life makes people feel that you care about them.

Don't Criticize A Person In Front Of Others

If you criticise someone in front of others, he will always resent you. It is one of the most degrading things you can do. If you criticize someone, criticize him constructively and privately.

Give People Your Undivided Attention

All people want to feel important. To make a person feel important you must give him your undivided attention when communicating with him. Get rid of all interruptions. Make sure you have good eye contact and that you are not playing with objects.

Be Courteous, Tactful, Polite and Diplomatic

Everyone appreciates people who are courteous,tactful, polite and diplomatic. The best way to learn these qualities is from others. Study someone you would like to be like and learn how he conducts himself.

Be Confident

If you don't have confidence in yourself, others will not have confidence in you, either. People admire and respect confident people. If you show others doubt, they will treat you with doubt. Be sure of yourself and play down your insecurities.

Conclusion

Getting a job can be very easy if you look for it the right way. Knowing exactly what you want and then going after it will always get you what you want. Be positive, determined and persistent so that you will benefit, be rewarded and prosper.