

SUCCEED AT YOUR FIRST JOB, AND ANY JOB AFTER THAT.

ASK FOR FEEDBACK, AND THEN APPLY IT

You are brand-new to the working world; therefore ask for feedback which can help you improve the next time around. If they offer criticism, don't get defensive; use their advice as a way to improve on the next task.

STARTED FROM THE BOTTOM

Do you show up early, or stay late? Are you willing to complete the tasks that your boss gives you? Not only that, but do you do them well and with a smile? These things do not go unnoticed.



DON'T PARTICIPATE IN OFFICE GOSSIP

As a former boss put it, "I hear about everything in my office, if you are spreading rumors, I know."

BE SELF-AWARE

How are your behaviors being received? Does your lunch smell gross everyone out? Do you talk too loud on your cell phone in your cube? Begin to understand your feelings and reactions when you are pushed outside your comfort zone. Know who you are and what you have to offer.



USE EMPATHY

Respect EVERYONE. Don't judge others as they are talking. Keep private conversations private. Don't use humor inappropriately.