

## JOB RETENTION STRATEGIES

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1. **Have EXCELLENT work ethics.** Follow the top ten work ethics. Use them in all aspects of your job at all times.  
Attendance, Attitude, Appearance, Character, Communication, Cooperation, Organization, Productivity, Respect, and Teamwork.
2. **Dress for Success.** Make sure to follow your company's workplace dress code exactly. Be sure to always look your best and be presentable at all times.
3. **Show Initiative.** Do your work and do it well and when you are not busy offer to help in other areas.
4. **Be Flexible.** Even if you dislike a task that you are asked to do, show that you are willing to do your part. Also, be flexible in regards to scheduling as well.
5. **Follow All Rules.** Be sure to obtain an employee handbook and familiarize yourself with it thoroughly. If you are unsure about a particular policy, always ask a supervisor so that you are sure you are following procedure.
6. **Don't Complain.** This means do not complain to anyone, unless it is a serious issue that needs addressed. If it does need addressed be sure to discuss it with professionalism, not by whining/complaining.
7. **Tell Yourself "I am Happy to Have a Job."** Tell yourself this every morning before going in to work to get yourself in a positive mode and keep this in mind when things seem difficult at work.
8. **Put Yourself in the Company's Shoes.** Most importantly, think of yourself as the employer. Then, act as you would like your employees to act.