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## Ways NOT to get fired

You have the job of your dreams, now you must keep it. There are ways to help keep your job so you are not back on Hound looking for another career or job. Obviously behaving well is a good start, but there is more to be done than just behaving well at your job. Never steal from work, never lie to customers or clients and never get into physical altercations with your fellow employees.

### **Be a Good "Soldier"**

If you ever had a job then you know that employers all have their rules and regulation that you must follow so that you don't get chewed out. If you approach your job as if you are in the military, you should have a very successful stint at your **current job**. In the military, soldiers follow orders, no questions asked. If you follow orders then you shouldn't have any problems at your work place. Memorize your jobs' rules and regulations so you don't unintentionally break them.

There will be times where you might question your employers' decision making. While your gut instinct is to yell and scream at them (hopefully this can be avoided) you should always approach your boss in a respectful manner no matter how badly you think they are wrong. Never get in a screaming match with your boss because guess what, they will win and you will lose. You will need to get your point across in the most respectful way possible. Bosses can't be right 100% of the time so letting them know you disagree with something shows that you are simply not a "Yes Man" or "Yes Woman" and you do have a brain of your own, which is a good thing when done in a respectful manner.

### **Be on Time**

You should always be on time at **your job**. Employers do not like employees who are constantly showing up late and making excuses why they are late. Sure, there are circumstances that can't be avoided such as a traffic accident that delayed your drive, 10-feet of snow in your driveway that caused your delay and other various reasons. If you have a legitimate reason why you will be late you must call your boss to let them know why.

Sometimes being late is unavoidable but you should always call ahead to inform your employer why you are late. Employers appreciate their employees' honesty. This will show you can be trusted and won't potentially take advantage of their kindness (if your boss has any).

### **Be Productive (Even when you think you have nothing to do)**



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If you finished all your work and you still have two more hours to go before you punch out for the day, find something else to do before you leave. Bosses love when their employees go work diligently until its time to clock out. If your boss sees you goofing off and laughing with fellow employees he or she might think you do this often.

Now, it depends what type of work environment you are in, but many employers feel that you are their property until the clock strikes 5pm (or whenever your shift is over). If you have a strict boss then you will need something to occupy your time so it doesn't seem like you are stealing money from your employer by not working. There are most likely small tasks you can complete before the day finishes.