

HUMAN RESOURCES

Training & Organizational Development

10 Tips for Success in Your New Job

1. Remember to keep your commitments to others.
2. Regularly try to do MORE than what is expected of you.
3. Learn and follow the rules and standards set by the organization and your department.
4. Look for ways to support change and willingly try new things.
5. Keep your boss informed regarding your work progress and any problems you may be having that could become obstacles to successfully completing your assignments.
6. Take full responsibility for your own actions and attitude. Avoid blaming others if you make a mistake (EVERYONE makes mistakes occasionally).
7. If you see things that need to be done, volunteer to do them without being asked.
8. Respect and protect the University's equipment and resources as if they were your own.
9. Perform your job with ethics and integrity. When questioning an action, ask yourself if you would do that to your friends and family.
10. Value the chance to meet and work with individuals from diverse backgrounds. Appreciate the wisdom and growth that can come from such an opportunity.