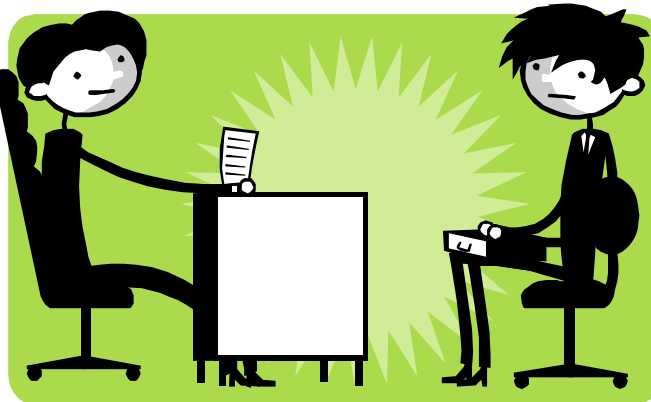
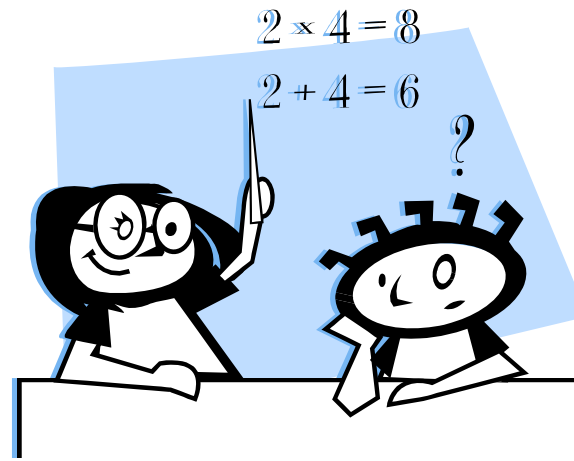


# How to Get an A in your Job!



- What do you think are some ways to get an A in your job?



- What do you think are some ways to get an **F** in your job?



# Forbes Top 5!

1. Know What is Expected
2. Don't Miss Deadlines or Important Dates
3. Office Etiquette
4. Don't Isolate Yourself
5. Separate Professionalism and Personal

# Know What is Expected!

- Know what the Office Policies and Procedures are for your office.
- Know where you can go to get Resources.
- Know what is the proper way to answer the phone in your office.
- Know and remember you can hear a smile over the phone.



# Missing Deadlines or Important Dates!

- Know who you need to call if you are not coming in to work
- Stay on top of tasks and assignments
- Follow up on emails & paperwork
- Keep supervisor informed of any shift changes



# Office Etiquette!

- Be professional to customers & guests
- Be patience and helpful to others  
(Choose your attitude)
- Know what to wear and not to wear
- Put projects away when finished with them
- Clean area before leaving for the day



# Don't Isolate Yourself!

- Get to know other student staff
- Get to know your boss
- Get to know who else works on the same floor
- When others need help, pitch in. When you need help, they will return the favor.



# Separate Professionalism & Personal

- Myspace/Facebook/Twitter/Friendster, etc. the computer is to be used for work only
- Don't use i-Pod/MP3 player. Cell phone and texting is to be used only in an emergency
- Limit gossip in office



# Be Responsible!!

- Student responsible for own success
  - Empowered
  - Proactive
  - Knowledgeable
- Support is available; talk to your boss
- Use resources



# UT Honor Code

## Core values of UT Austin:

- **Learning**
- **Discovery**
- **Freedom**
- **Leadership**
- **Individual Opportunity**
- **Responsibility**

Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

# FERPA

## Family Educational Rights and Privacy Act



- Federal Law
- Protects privacy of student education records
- Restricts release of information

Any Questions?

