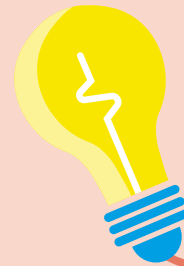


FACT SHEETS



HOW TO SUCCEED IN YOUR FIRST JOB?

AVOID THIS	AND DO THIS INSTEAD
 Arriving late	 Plan on arriving 10 minutes ahead of time
 Talking behind an employee's or the employer's back in the workplace	 Dare to speak to the person concerned or set your limits
 Accepting all the work shifts the employer asks of you	 Accept shifts, taking into account your personal limitations and those related to school (exam period, schoolwork deadlines, stress, etc.)
 Refusing all requests for additional work made by the employer or an employee	 Demonstrate flexibility, because if you do a favour for someone, it may come in handy when you ask for a favour in return (asking someone to replace you or asking for time off, for example)
 Wasting time if the task you had to do is finished Spending time on your cell phone	 Look around and see if there's something you can do; check to see if someone else is swamped with work and needs help; find out if there's something else you could do; show initiative
 Staying in your own "bubble", withdrawing	 Show interest in the others; dare to speak or ask questions; withdraw for a few minutes if you need to (e.g., if you have a surge of anxiety, just long enough to calm down)
 Changing jobs at the slightest frustration	 Dare to speak up about what's wrong or what's unjust; or speak up about what you'd like to do, what your short- and medium-term goals are (move up the ladder or change positions); take the time to reflect on your desire to change jobs and don't act impulsively
 Accepting inappropriate words or gestures	 Set your limits and dare to speak up and denounce the situation
 Believing that you're all-powerful, that you're able to do anything and know everything when beginning	 Have the confidence to ask to start your new job gradually, at your own pace; give yourself time to learn
 Comparing yourself to the others	 Bring your focus back to yourself; remember that every person is different, as well as every context