

GETTING OFF TO A GOOD START

- **FIND A MENTOR**
 - A mentor is a coach, *not necessarily* your supervisor, someone who is well respected in the company
 - A mentor can:
 - Serve as your guide
 - Give you feedback
 - Act as role model
 - Troubleshoot with you
- **GET TO KNOW YOUR BOSS**
 - Build a solid working relationship based on respect.
 - Identify his/her personal style and adjust yours accordingly.
 - Learn his/her expectations. Bring solutions not problems.
 - Keep the lines of communication open.
 - A “bad” boss is not an excuse for poor performance.
- **UNDERSTAND OFFICE CULTURE**
 - Office culture is the unwritten rules
 - Observe how people behave – talk, dress, interact.
 - Look for clues to show you behavior and values that are rewarded.
 - Learn the culture within the first thirty days.
- **EVERY LEVEL MUST BE EARNED**
 - The business world can be competitive; you start at the bottom and work your way up.
 - You often have to “pay your dues”.
 - Learn all you can about the job and do it well before you focus on moving to the next level.

BOTTOMLESS CLOSET WORKSHOPS

Ever since opening our doors over 10 years ago Bottomless Closet has offered educational workshops to address the challenges associated with searching for employment, entering the workforce and balancing the demands of work and home. We offer educational programming that is grouped into 3 areas Professional Development, Financial Management and Personal Enrichment. The Program Curriculum incorporates a series of Core Workshops together with a variety of electives; workshops are offered over 3 trimesters throughout the year: January-March, April-June and September-November.

****For every workshop attended you earn 2 points that are good for 2 pieces of clothing redeemable at Sales and Separates nights throughout the year.**

As an added incentive Bottomless Closet offers a Professional Development Certificate for those clients who complete a series of specific workshops.

Professional Development: topics include

- Business Etiquette
- Communications Skills
- Time Management
- Career Building
- Customer Service Skills

Financial Management

- Budgeting and Debt Reduction
- Saving for Retirement

Personal Enrichment

- Book Club and Theater Outings

EARLY SUCCESS ON THE JOB

Brought to you by:

**BOTTOMLESS
CLOSET**

connecting
**women and
work**

10 TIPS FOR EARLY SUCCESS ON THE JOB

1. **Be Prompt.** Always arrive a few minutes before your schedule.
2. **Display a Positive Attitude.** Expressing positive comments will make those around you more comfortable. Be flexible and energetic. Keep complaints to constructive feedback.
3. **Be Sincere.** Trust and respect are valuable assets for any employee. Be open when expressing your opinions and others will trust your genuineness.
4. **Be a Team Player.** Volunteer to assist your co-workers whenever you can. Contribute to your department's success.
5. **Be Aware of Priorities.** Familiarizing yourself with your supervisor's and co-worker's priorities will help you to organize your workload and excel.
6. **Stay Ahead of the Game.** When deadlines are involved, avoid procrastination. Complete tasks with time to spare.
7. **Maintain Order.** Keep your work area neat and organized. The appearance of your work area has a direct reflection on you.
8. **Ask Questions.** Do not be afraid to ask questions. The more information you have the better you will be at your job.
9. **Keep an Open Mind.** Always be receptive to new and different ideas. Be willing to listen and look at all sides of an issue.
10. **Personal Boundaries.** Personal phone calls and e-mails should be taken care of off hours. If you need to address personal issues during the work day keep it to lunchtime or a break.

DRESSING FOR THE JOB

While every work environment varies in terms of dress it is important to always put your best foot forward and present yourself professionally even once you have secured the job. Dressing professionally shows that you respect your employer that you are serious about your career and want to succeed in your job.

Clothing: Dos: A classic pants or skirt suit or a simple dress with a jacket is best. Choose a classic color such as navy, black, tan or gray. Make sure that your shoes are in good condition and shined. Dress in a manner somewhat higher than the position calls for but do not attempt to out-dress everyone.

Don'ts: Avoid wearing clothes that are tight, revealing or trendy. This is not a time to be provocative or sexy and while it may be the latest fashion it is not appropriate for the workplace.

Hair: Make sure that your style is clean, neat and professional.

Fingernails: Nails should be clean, groomed and trimmed. Avoid excessively long tips or colorful polish.

Scents: Do not wear perfume, too much of a good smell can be bad. Perfume has a tendency to be overpowering and many people are allergic.

Tattoos & Piercings: Cover tattoos if possible. Limit pierced jewelry to ears only and avoid flashy jewelry.

10 TIPS IN BUSINESS ETIQUETTE

1. **Observe:** The best way to learn about business relationships is observing those around you.
2. **People Skills:** People skills are very important for advancement in workplace.
3. **First Impressions:** Make a good first impression with a firm handshake, good eye contact and avoiding slang.
4. **Dress Appropriately:** Understand the appropriate attire for your company and dress accordingly.
5. **Communicate Professionally:** When speaking on the phone or writing an e-mail, communicate professionally and use appropriate business language.
6. **Be Clear:** When leaving voicemail include the 5 w's, who, what, when, where and why.
7. **Do not overuse office equipment:** Avoid tying up office equipment such as phones or fax machines.
8. **Be Fair:** Treat others with fairness and respect.
9. **Value your Co-Workers:** Strive to make others around you feel comfortable and valued.
10. **Be a Team Player:** Be a team player and understand that seniority plays a role in business conduct.