

PRIDE ON THE JOB

Whether this is your first job, an internship, or a volunteer position, how you do & what you learn in this job will be very valuable for the rest of your work life. Please remember you are not only representing yourself, and your parents, but you are also representing the Chino Valley Unified School District and Work Experience program of Alternative Education Center. Please demonstrate these basic employment skills.

PROFESSIONALISM

- Early is on Time, On time is Late (be at your work station or time clock at least 5 minutes early)
- Avoid Absences, follow the company policies and procedures
- Dress Appropriately
- Be Respectful, Courteous, and Considerate of your Supervisors, Customers, and Coworkers.
- Don't Chew Gum, Eat or Drink while working
- Stick to Business, Practice Self Control, and Stay Off your Cell Phone
- Be Honest, don't take or give away company property, time, money, or resources
- Don't Gossip, Share Dirty Jokes; or Inappropriate E-mails, digital media or print material

POSITIVE ATTITUDE

- Have Energy and Enthusiasm, SMILE!
- Be Eager to Learn new Skills, and Do a Good Job
- Take Direction or Correction Humbly
- Ask for Guidance when you are Confused or Unsure
- Show Initiative by going Beyond the Call of Duty
- Contribute to the Success of the Team. Be Cooperative!
- Be Effective and Efficient! Accurate and Attentive to Details
- Put Work First, keep your Personal Life out of the Workplace

COMMUNICATION SKILLS

- Make Eye Contact
- Listen with Interest
- Speak Clearly
- Use proper Grammar, Spelling and Punctuation
- Don't be Afraid of your Supervisor
- Watch Your Body Language and Non Verbal Messages
- Take Accurate Messages
 - Callers Name & Phone Number
 - Facts; what, when, where, and why
 - Write neatly
 - Eliminate Errors by Repeating the Message to the Caller