

The bottom line is that, paid or not, the employer is expecting you to contribute to the company. That means they expect you to show up, to be on time and to deliver what you have agreed to. They will expect you to be honest, to take instructions and directions. An employer will expect you (not your mum, boyfriend, girlfriend, etc.) to call in to give notice if you are sick and cannot make it in. None of this is unreasonable.

Not on a “school night”? You need sleep: good, *quality* sleep. Why? You want to be sharp, clear-eyed and preferably awake at work. You may need to re-train your body to keep regular "working" hours - one good night of sleep won't make up for three months (or more) of late nights.

Personal Presentation: It is okay to be too smart but never underdressed OR over exposed. Too much perfume or too little deodorant; neither are good. Piercings and tattoos are increasingly common but some employers and industries do not accept them.

Take Notes. Why? Because, particularly in a larger environment, you will face a constant stream of names, numbers, introductions and meetings. If it is your first day, names and positions are probably the most important notes to take. Win people's trust simply by listening to them!

Develop a More Professional You: If you are a hyper-energetic type – take it down a notch. If your default setting is a little slower – practice getting out of your comfort zone.

Watch your mouth: Take care with your sense of humour and use of swear words; you may not know which lines not to cross. Unnecessary references to race, religion, gender, or any personal criticism of your co-workers are unacceptable.

Pay your dues: Never act like a task or job is beneath you. If the boss has you making photocopies or filing all day, do not complain; people will see your potential and let you tackle the more interesting stuff.

If you do not know, ask. Make every effort to pay attention and be thorough but those around you know you are new and have prepared for a slower start and a barrage of questions. Make use of that.

Prioritise. It is likely that you are used to having two weeks to complete college work. An employer is quite likely to need to complete a large number of tasks... by *Friday*.

Go beyond what is expected. Here is a question that should be music to a manager's ears: "*Can I help you with anything?*" It is so easy to make a good impression by trying harder and going further.

Communicate... *properly*. Not like literally using the word like or literally in literally every like sentence. Clear communication is essential to a successful working relationship.

“Office” Politics: Most human relationships involve some kind of back-and-forth. In the workplace, a diverse range of people often means struggles for position and power. You cannot please everyone, but you can be consistent with everyone.

Finally, when in doubt, bring doughnuts!