



Gail Borden

Public Library
District

270 North Grove Ave.
Elgin, Illinois 60120
847-742-2411
www.gailborden.info

information

information

Gail Borden Public Library District

Work Behavior & Leadership

Job Acceptance

Source: <http://www.best-job-interview.com/accepting-a-job-offer.html>

Most employers will give you a few days to consider the job offer before agreeing to the terms. Think carefully about the offer before accepting. Once you have accepted send an email or letter of acceptance to your new employer.

On-the-Job Employability Skills

Source: <http://www.ericdigests.org/pre-9217/fifth.htm>

- 1. Present a Positive Image.** Follow good grooming practices, practice good health habits, dress appropriately for the job, exhibit self-confidence.
- 2. Exhibit Positive Work Attitudes.** Use basic social skills, be creative and willing to learn, take pride in your work.
- 3. Practice Good Work Habits.** Maintain regular attendance, be thorough and diligent, and follow safety practices.
- 4. Practice Ethical Behavior.** Exercise integrity and good judgment, respect property, follow company rules.
- 5. Communicate Effectively.** Demonstrate speech, writing, and nonverbal communication skills; demonstrate good listening habits.
- 6. Accept Responsibility.** Use initiative, use problem-solving techniques, and manage personal responsibilities.
- 7. Cooperate with Others.** Work as a member of a team, work under supervision.

Be a Leader at Work: 5 Tips

Source: <http://msn.careerbuilder.com/Article/MSN-1671-Workplace-Issues-Be-a-Leader-at-Work-5-Tips>

- 1. Step outside your job description.** Take on new and challenging assignments to build skills and confidence.
- 2. Be an expert.** Develop an area of expertise in your area of concern. Example: a computer program.
- 3. Broaden your view.** How do you fit into the company as a whole? Are your reports shared outside your department?
- 4. Serve as a mentor.** Be available to advise or train a new employee.
- 5. Listen.** Listen to your coworkers for insight, advice, and opinions.

Links

Give Yourself the Competitive Edge

<http://careerplanning.about.com/od/workplacesurvival/a/competitive.htm>

Work Attitude Behavior and Work Behavior Attitude – Are They The Same?

<http://www.career-success-for-newbies.com/work-attitude-behavior.html>

Salary Negotiation Tips and Strategies

<http://www.best-job-interview.com/salary-negotiation-tips.html>