

# EMPLOYMENT DO'S & DON'TS

## PLANNING

I'M INTO MUSIC. I RAP. I SING, I WRITE... I'M THE NEXT "BEYONCE". GOTTA FOLLOW YOUR PASSION IN LIFE!

MOMMA! CAN I HAVE SOME LUNCH MONEY?

YOU KNOW, I CONSIDER MYSELF A MUSICAL ARTIST. HOW CAN I USE MY TALENT, FOLLOW MY PASSION AND TAKE ADVANTAGE OF THE OPPORTUNITIES BERMUDA HAS TO OFFER?

## EDUCATION

APPLICATION

NAME ..... friends call me 'BLIMPY'

CAREER OBJECTIVE ..... don't know yet

SCHOOL ..... Warrick Sec.

SEX ..... YES!

APPLICATION

NAME ..... I.M. Ready

CAREER OBJECTIVE ..... A career in the trades industry using my recently acquired electrical certification

SCHOOL ..... Bermuda College

## PREPARATION

I DUNNO... MY DEDDY JUST TOLD ME TO SHOW UP HERE. HERE I AM!

I HAVE JUST FINISHED MY ASSOCIATES DEGREE IN BUSINESS ADMINISTRATION. I'VE RESEARCHED YOUR COMPANY ON THE INTERNET AND I SEE YOU HAVE MANY OPPORTUNITIES. I THINK I CAN OFFER MY SKILLS TOWARD ONE OF THESE POSITIONS!

## PRESENTATION

I'M HERE TO MEET SOMEBODY... FOR SOME SORT OF INTERVIEW OR SOMETHING...

GOOD DAY, MY NAME IS JOHN ROBERTS. I'M HERE FOR THE SCHOLARSHIP SELECTION MEETING

## READINESS

MMMMM! BREAKFAST!!!

PERSONAL SCORE CARD/ CHECKLIST

- READY TO WORK
- NO PERSONAL PHONE CALLS UNTIL LUNCH
- DRESSED PROFESSIONALLY...



**WILLINGNESS AND TEAMWORK**

TEAM, WE'VE JUST RECEIVED A CALL FROM HEAD OFFICE. THEY ARE GOING TO NEED THIS REPORT TODAY!

GOOD LUCK WITH THAT!

CAN'T YOU SEE I'M EATING?

I'VE GOT MY OWN PROBLEMS

**X**

TEAM, WE'VE JUST RECEIVED A CALL FROM HEAD OFFICE. THEY ARE GOING TO NEED THIS REPORT TODAY!

HOW CAN I HELP?

**✓**

**PRO-ACTIVITY**

WELL, I'VE DONE MY BIT... LET ME TAKE A LITTLE REST HERE...

**X**

I'M FINISHED! WHAT'S NEXT!

**✓**

**PERFORMANCE**

JUST SHOW ME THE MONEY!!! CHING-CHING!

**X**

I BELIEVE I HANDLED THE XYZ PROJECT WELL. I STAYED WITHIN THE BUDGET AND I COMPLETED MY WORK ON TIME. I WORKED OVERTIME WHEN I NEEDED TO, BECAUSE I WAS PART OF THE PROJECT AND WANTED TO MAKE SURE IT GOT DONE!

**✓**

**TAKING RESPONSIBILITY**

**POOR INFORMATION!**

**WAITING FOREVER!**

**INACCURATE ADVICE!**

NOT MY PROBLEM!

HELP DESK

**X**

I ACCEPT THAT WE DIDN'T GET IT QUITE RIGHT... HOW CAN WE DO BETTER IN THE FUTURE?

**✓**

**ADVANCEMENT AND GROWTH**

I'VE BEEN HERE 3 MONTHS ALREADY AND CAN YOU BELIEVE THERE'S NO TALK OF A RAISE?

**X**

GOOD DAY CHERYL. I'M WONDERING IF WE CAN SET A TIME TO TALK ABOUT MY JOB, MY WORK AND POTENTIAL OPPORTUNITIES FOR THE FUTURE?

**✓**