

# Becoming a Valued Employee

*Prepared by the*

Career Development Center

Career Development Center  
Connect to Success



# Table of Contents

<b>Introduction</b>	<b>3</b>
<b>Commitment</b>	<b>4</b>
<b>Professional Image</b>	<b>5</b>
<b>Separating the Personal from the Professional</b>	<b>6</b>
<b>Accountability</b>	<b>7</b>
<b>Playing Well With Others</b>	<b>8</b>
<b>Getting the Most Out of Your Experience</b>	<b>9</b>

# Introduction



## ***Congratulations!***

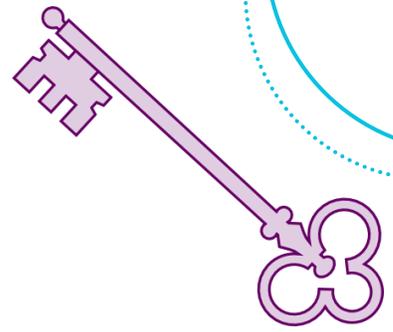
*You've been hired to work on campus. Now what???*

Your campus job affords you the opportunity to work in and around your class schedule, get to know faculty and staff, and add value to your resume. It will also allow you to develop skills that will serve you well in future work endeavors.



We encourage you to fully acquaint yourself with the Student Employment Handbook. It will answer many of the questions you will naturally have about employment on campus. In addition, please be aware of the following practices that will serve to enhance your experience and help you to develop your professional image.

# Commitment



It is never too early to develop career skills. Use your campus job to develop a professional attitude toward work. Be on time for your scheduled work hours and respect the need of your supervisor to know, in advance, if you will be unable to work as scheduled.

***Understand the role you are expected to play within your department.***

- Will you interface with the on-campus community?
- Will you be expected to field calls from the broader community
  - If so, you will be representing not only the department but the college to “outsiders”. Their impression of you will reflect on RIC.
- What are the expectations of your supervisors regarding how you represent the department/office?

***It is always okay to ask for clarification. Most supervisors will appreciate the initiative and concern your questions will demonstrate.***

# Professional Image

Be sure to ask your employer what their expectations are for how you should dress. The work of campus departments is so widely varied that it would be impossible to determine this for each one. For example, if you are hired to work in an office that interfaces with the public, you may be expected to wear professional attire to work. If you are working on the grounds crew, work clothes and sturdy shoes may be in order. Some departments, like the college's dining center, may require you to wear a special shirt or uniform. Your supervisor will be glad to answer this question.

*In all instances, maintaining personal hygiene is important when working in proximity to others.*





## Separating the Personal from the Professional

---

While we are all increasingly connected to our personal tools of communication, your time on the job should be separate from personal phone calls, texts, and other communications.

Your employer has the right to expect your full attention and focus while you are on duty.

Emergency situations will be accommodated, should they arise. Alert your employer if you know that someone will need to be able to reach you.

Performing personal tasks, including research and work for courses, while on the job is generally not allowed.

Individual departments may allow some study on the job in certain circumstances, but ***this is a department by department policy.***

While the nature of some departments may be able to accommodate occasional personal work, other departments will find it very difficult to permit this.

Delivered

# Accountability

*The College expects you to hold yourself responsible for your actions, words, and deeds.*

---

-  Exhibit honesty in your interactions with others.
-  Keep confidential information just that – confidential.
-  Have confidence in what you do and take pride in your work.
-  Be respectful of the time of others.
-  Treat fellow employees with tact, compassion, sensitivity and respect.
-  Maintain a cheerful attitude about your work and responsibilities.
-  Offer help to others if you find that your tasks are completed in less than the time allotted.
-  Ask for help, if and when the need arises. It is always better to ask for clarification or help than to make avoidable errors.

# Playing Well with Others

Your campus job may require you to work with faculty, professional staff and with fellow students. On the job, issues stemming from differences in personality may arise. You can learn about yourself and how you relate to others by using TYPEFOCUS, a tool available through the Career Development Center at <https://typefocus7.com>

**Registration is simple! Use Access Code RIC2020 and answer simple questions to get your four-letter personality type.**

Want to learn more? Make an appointment to visit the Career Development Center for a TYPEFOCUS follow up session. Knowing more about yourself will help you in your interactions on the job. It will also help you in interactions with classmates, family and friends!

*Feeling like some of your classmates want to party all night and you just need to be alone for a while?*

*Want to know why you want that group project done NOW but your classmate wants to put it off?*

*Wonder why some people act before they think?*

*Worried when your professor asks you to provide a critique of their class?*

**A TYPEFOCUS Follow-up will answer these and other questions!**

ESTP

ENTJ

INTJ

ISTP

INTP

ISFP

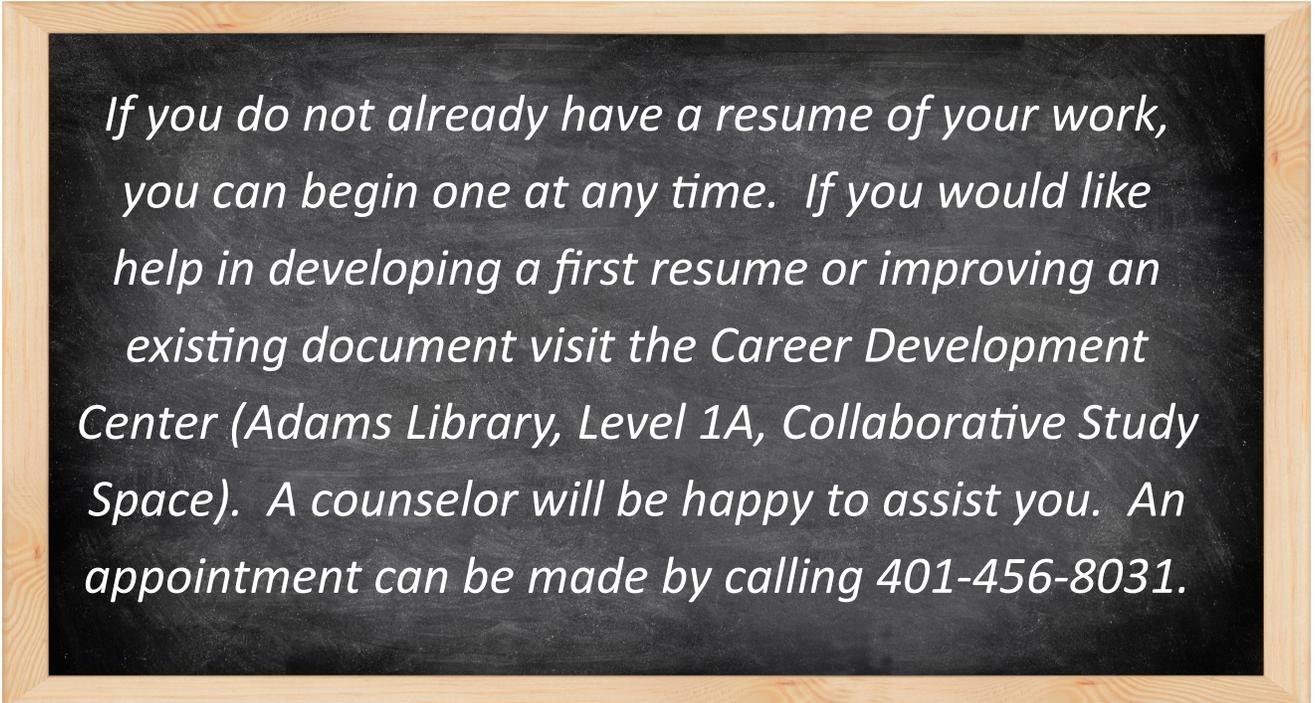
# Getting the Most Out of Your Experience

*A campus job is an opportunity to add skills to your resume AND to develop meaningful relationships with supervisors who may become future references. Get the most out of your experience by:*

**Asking insightful questions about your supervisor's position/career field**

**Seeking their guidance and mentoring when needed**

**Requesting an introduction to other contacts who may enhance your professional network**



*If you do not already have a resume of your work, you can begin one at any time. If you would like help in developing a first resume or improving an existing document visit the Career Development Center (Adams Library, Level 1A, Collaborative Study Space). A counselor will be happy to assist you. An appointment can be made by calling 401-456-8031.*