



## Advice for Your First Job

**Congratulations on your First Job!** Whether you're starting to babysit, mow lawns, take food orders or do something else to make money, here's some helpful advice from financial experts for your first job:

**Show up on time and do your best:** This should go without saying. Have a good work ethic; be trustworthy and responsible.

**Ask questions but be a problem-solver:** Asking questions is important because it helps you understand the correct way to do things but figuring things out on your own is important too. Keep in mind there are good and bad times to ask questions; try to be aware of what someone is doing before you decide to interrupt. One good way to be a problem-solver is to present at least one possible solution when you ask about a problem you're facing. And when you ask a question, remember the answer so you don't have to ask again. You may even want to take notes.

**Learn from mistakes:** It's OK to make mistakes, but try not to make the same ones twice. Work hard and stay busy: If things are slow, grab a broom and start sweeping or offer to take responsibility for some other task. Don't be lazy or spend your time chatting – or worse, on your phone! – when you should be working. Show yourself to be hard worker. You'll put in place good habits and perhaps motivate your supervisor to provide a good reference for you someday.

**Leave your phone at home:** Or in your coat pocket or purse – don't have it on you! Most companies don't allow you to be on your phone while working, so it's best to avoid the temptation entirely. Plus, you'll look much more engaged if you're paying attention to your job than if your head is buried in your phone.

**Dress appropriately:** If there's a dress code, make sure you follow it. And even if there isn't one, it's best to put some effort into your appearance so that you make a good impression.

**Smile and be friendly:** Treat the people around you with kindness and respect. Be willing to jump in and help others get things done, even when it isn't technically your responsibility.

**Watch what you say:** In addition to considering how you speak to others – co-workers and customers – on the job; it's also important to be careful on social media. It's best not to mention publicly online what goes on behind the scenes at work, even if you don't use names.

**Use your money wisely:** You're finally earning some money of your own! Give some thought to the best way to save, give and spend it. It may be beneficial for you to talk with someone at your credit union about special products or services offered just to teens and young adults.

Sources:

<http://money.usnews.com/money/personal-finance/articles/2016-06-24/how-to-prepare-your-teen-for-a-first-job>

[http://www.huffingtonpost.com/2013/07/10/teen-job-tips\\_n\\_3575092.html](http://www.huffingtonpost.com/2013/07/10/teen-job-tips_n_3575092.html)

<http://www.monster.com/career-advice/article/5-tips-for-standing-out-in-your-first-job-hot-jobs>

<http://lifehacker.com/5985903/advice-i-wish-someone-had-given-me-for-my-first-job>