

LABOR LAW

College graduation gift: 10 tips to help you impress in your first job

The month of May brings a flood of college graduates into the workforce, with high school graduates soon to follow.

While our new graduates are well-prepared for the academic



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and technical rigors of working full-time, many are ill-equipped to understand the expectations that will be set for continued employment.

Here are 10 things your new employer wants you to know but might not tell you:

any time, for any reason. If you hate your job, consider getting a new job before quitting this one.

2. Be on time: The most common complaint from employers is that employees don't get to work on time—or at all.

If the job starts at 8 a.m., that means you need to be at your work area, ready to work at 8 a.m. It doesn't mean you are pulling into the parking lot at that time.

Consider it takes 20 minutes to get to your workplace from your house during morning traffic. Then consider it might take another 10 minutes to park, get through security at your workplace, get to your desk and sign onto the computer. Then add 10 minutes for something unexpected. This means you should leave your house no later than 7:20 a.m. every day, adjusting only if this formula results in you arriving late.

Your boss doesn't want to hear

excuses. Get to work on time, every day.

3. Dress appropriately: First rule of thumb: If you can see up it, down it or through it, don't wear it.

Whatever the CEO or head of the business is wearing—dress like that. If you are expected to wear a uniform, wear it appropriately and don't try to put your own spin on it.

In general, tank tops, flip flops, and miniskirts are not acceptable.

4. Groom accordingly: This isn't your 8 a.m. econ class. This is work.

Come to work bathed, hair tidy, use deodorant and shave. Don't use too much perfume or cologne. Don't let your aura or looks be a distraction.

5. Follow instructions from management: The working relationship goes like this—you get paid to do whatever the em-

ployer needs to make money and/or serve its constituents.

Of course, you should never be asked to do anything illegal or immoral.

6. Don't harass anyone: Treat people with respect. The workplace is not Tinder—don't flirt with or proposition other employees. Never use the "N" word or any epithet.

7. Don't say stupid things on social media: What you say on social media is a reflection on you—which inevitably is a reflection on your employer. You can be fired for what you say online.

8. Take initiative: See a need—seek to fill the need. Be proactive in taking on new work and providing recommendations on what you can do to add more value.

Don't say the words, "What do you want me to do next." Instead, say, "I have finished with

"x," I am going to start with "y" unless you prefer I do something else."

9. Don't be whiny, annoying or disruptive: The only "safe space" at work is human resources, and their job is not to resolve petty slights and indifference. The workplace is decidedly diverse in ideas and thoughts that might be different from yours.

10. When at work—work: Get off social media, Snapchat and Instagram—and work while working. If you get a break or meal period—use that time to do your personal business.

Consider that your job exists for the benefit of the employer, not the other way around. Stay focused, work hard, take initiative, demonstrate good ethics and follow policy.

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