

## Tips for Co-op Students

### **On the job:**

1. Report to work on time and strive for regular attendance habits.
2. Show pride in your work and be prepared to account for it. A high level of self-esteem, strong motivation and personal development are attributes valued by employees.
3. Listen carefully to all instructions and follow them closely. If you have questions, it's OK to ask.
4. Think about the work you're doing. Be able and willing to recognize and define problems. Use the skills that you have learned in school to help meet your responsibilities.
5. Keep your goals in mind.
6. Display enthusiasm. An enthusiastic attitude shows people that you like the work you're doing.
7. Demonstrate leadership skills. Help your co-workers whenever you can. Take the initiative.
8. Be a team player. Good interpersonal skills will make you a valued employee and earn you the respect of your co-workers.
9. Display a professional attitude. Be willing to accept criticism as a means of self-improvement. Listen to others who may have had experiences that will help you.
10. When road blocks appear, use your problem solving skills to continue. Think fast and be able to correctly solve the problem.
11. Avoid activities that distract you or others from your work, or that represent a questionable use of company property. Don't invite guests to work, or use the phone for personal calls, except in an emergency.
12. Respect your co-workers and all the people you come in contact with on the job. This means avoiding sexist remarks.