

Ten Ways to Loose a Job

A decorative graphic consisting of a thick yellow horizontal line that spans the width of the slide. Below this line, on the right side, there are three thin white horizontal lines of varying lengths, creating a stepped or layered effect.

Did You Know?

- “40% of new hires will be dismissed within the first 18 months.”
- Here are 10 mistakes that could cause you to loose your job.

Pilate, V. (2006). *“Dorm rooms to Boardrooms”*. Crandell & Rose, Washington, DC.



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#10 Involve Your Parents

- Your parents/guardians helped you get a new roommate and more playing time on the field, so why not use them to help you get a better salary?
- Involving parents/guardians in aspects of your employment is a BAD idea.
- It is time for you to take responsibility and learn to negotiate your own job offers and salary negotiations.



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#9 Lie About Your Qualifications

- Go ahead. It's ok to lie or embellish qualifications on resumes and applications. Right?
- **WRONG!**
- It may seem as if no one will find out. However, once discovered this type of falsification often leads to immediate dismissal.



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#8 Behave Inappropriately at Office Functions

- Happy hours, holiday parties, business dinners, how fun! When these events are held “after business hours” it is OK for you to cut loose and have a good time.
- **Be On Your Best Behavior:** No matter if you’re in the office or not, your colleagues and your boss will be watching.
- When found in social situations:
 - Refrain from drinking too much or from drinking at all.
 - Wear appropriate attire. Remember you are no longer in college. Instead you are representing your employer.
 - Don’t share inappropriate personal information.

#7 “Borrow” From the Office

- What’s a pen here or there or a couple of long-distance phone calls? After all, you already put in 60 hours at work this week.
- Don’t Take Anything From the Office: The company’s property is the company’s property and it does not belong to you. This includes staplers, paper, pens, pencils, etc.
- Additionally, intentionally submitting inaccurate sick or vacation time is considered stealing from the employer.

#6 Frequently Arriving Late

- Your employer remembers what it was like to be young and just out of college.
- He or she is ok with you arriving 5, 10, 40 minutes late to work. Not exactly...
- Continuously arriving late to work is not good. You are now working in a professional environment and are expected to come to work on time.
- No matter the circumstance, you need to fix it immediately.

#5 Have a Bad Attitude



- Grrr...Everyone better stay out of your way! You're in a BAD mood.
- Sure, everyone has an off day and becomes frustrated. However, frequent complaining to your coworkers and customers does nothing for your professional image.
- Additionally, your bad day may turn worse after you are fired for bad-mouthing the company.
- Leave the Attitude at Home

#4 Focus Most of Your Time on Personal Business

- Most businesses operate between the hours of 9am-5pm or some time near that. When else are you going to take care of personal business?
- It can be challenging to accomplish certain tasks when the only time some businesses are open is while you are at work.
- Most employers recognize this and do not get too upset if you need to call to schedule a Dr.'s appointment. However, taking care of too many personal items during work is inappropriate.
- Save personal phone calls, errands, etc. for lunch. Or, if needed, take a personal day.

#3 Dress For Saturday Nights

- I'm young and I look good.
- I'm going to dress to attract the attention of the cutie in Accounting.
- Your first job out of college is the start of your professional career. You want people to take you seriously. Therefore, you need to dress the part.
- Business casual is not an excuse to wear tank tops and shorts.
- If your job requires a lot of public interaction, or if you are in a more formal environment, dress on the conservative side.

#2 Be Rude

- Who cares how the housekeepers are treated? Their job is to clean up after me.
- Good manners are essential to maintaining your professional image.
- Remember to say “please” and “thank you” to anyone who provides any type of assistance to you.
- After all, you would not be happy if your trash didn’t get emptied for a week!
- Be Polite

#1 Don't Ask Questions

- I cannot ask my boss or colleagues to explain what is going on, I'll look like an idiot.
- It is best to act like I know what I'm doing. I'll pick it up in a little while. After all, I'm a quick learner.
- Don't be afraid to ask questions and to ask for clarification.
- Doing so will help you understand the expectations and ensure that you deliver the desired results.
- Failing to ask questions may result in you making costly, irreparable mistakes, including the costly possibility of losing your job.

Steps To Success

- If you follow the ten mistakes, you can guarantee that you will be one of the 40% looking for a job within months of being hired.
- However, if you decide that you want to keep your job, avoid making these mistakes.



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Visit the Career Resource Library for the following resources:

- *“Dorm Rooms to Boardrooms”*
- *“Business Etiquette”*
- *“The Minority Career Guide”*



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Information for this tutorial was taken from:

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