

You're Hired, Now Keep It! *Start Preparing for Your Employment*

Show up. On time. All the time.

- Be clocked in and ready to go before your start time.
- Stay past your finish time. (Watch your overtime hours.)
- If you are going to be late, or absent, always call (don't text, email, post on Facebook, etc.).

Appropriate dress and hygiene.

- Shower and shave before every shift.
- Wear clean and appropriate clothes.
- Get enough sleep.

Know what to bring on your first day.

- State-issued photo ID, Social Security Card
- Proof of "Right to Work"
- Lunch!
- Be prepared to submit to a drug test.
- Anything else? Ask before you go in!

Be a team player.

- Meet everyone. Then, meet them again.
- When you finish ahead of time, offer to help a colleague.
- Participate in company picnics, after-work get-togethers, etc.

Avoid gossip.

- Be friendly towards everyone, but do not get involved in office drama.
- **NEVER** post anything about your company or your boss on Facebook, Twitter, etc.
- **NEVER** discuss salary.

Do your best work. Then, do it again.

- Keep your workspace clean and organized.
- Ask questions!
- Check in with your boss regularly.
- Learn to take initiative (but check with your boss).

"That's not my job." Oh, yeah?

- Your job is to support your fellow team members and customers.
- Every job description includes "other duties as assigned."

This will not be your last job, so keep your options open.

- Give proper notice and be thankful for the job you have.
- Remember those who helped you get here.
- Keep in touch with your personal and professional network. **DO NOT** use company time or property to conduct a job search! Continue to do your job to the best of your ability.

Connect with your COIII to learn more about the Second Chance Centers. Upon release email dersreentry@azdes.gov to connect with an employment specialist. You can also Schedule a Virtual Appointment to meet with an employment specialist from our DES website <https://des.az.gov/services/employment/job-seekers>