Meeting vs. Exceeding Expectations at Your On-Campus Job

Let's define "the little things"

- **Attendance:** Showing up on time everyday
- **Dress Code:** Dress for the position you want to have, not the position you have
- **Cell Phone/Employer Property Etiquette:** There is a time and place to use your cell phone and the Internet for pleasure
- **Respect EVERYONE:** To stand out, you not only have to impress your superiors, but everyone around you
- **Be a Leader Amongst Your Peers:** Further responsibility will not come without knowing your own role and helping others around them become better

Did you know: Only **15 percent** of fired employees are fired for workplace performance? The rest are let go for **lack of people skills, professionalism, or communication issues** – aka "the little things."

Demonstrate professional communication skills

- To exceed expectations, you not only have to be proactive and great at the little things, but you need to make yourself seen. Opportunities for further visibility include:
  - One-on-one meetings
  - Team/departmental meetings
  - Conference calls
  - Presentation opportunities
  - Committees
  - Social events

Build positive relationships

- You may be stressed about your personal life, but your work life shouldn't pay the consequences. It absolutely takes skill to be able to "fake it" some days when you are not feeling the best, but people who overachieve are able to not let one aspect of their life negatively affect another.
- You can be the smartest person in your entire department, but if people don't like to work with you, there is a ceiling on how far your smarts can take you.

Be proactive

- Proactive behavior takes 0 percent skill and 100 percent effort and it's the top way to learn new things and stand out.
- Rather than spending free time on your phone or Netflix, ask your supervisor if there are additional tasks you can complete or get started on.

> "Everyday, do one thing no one asks you to do." - Jeff Havens