# **Employers' Pet Peeves**

## 1. Being late or not calling in

Be on time, whether it is with showing up for work, returning from breaks, going to meetings, or turning in assignments. Call in if you know you will be tardy or absent.

## 2. Slacking off

Try your best; always finish an assignment, no matter how much you would rather be doing something else. It is always good to have something to show for the time you have spent.

# 3. Negative attitude

Show a positive attitude - no one wants to be around someone who is a "downer".

# 4. Not being a part of the team

Be a good team member. Look for opportunities to serve customers and help coworkers. Anticipate problems and needs of management - your bosses will be grateful, even if they do not show it. Volunteer for training and new assignments. Try to avoid ever saying "that's not my job".

# 5. Gossiping

Avoid backstabbing, office gossip, and spreading rumors - remember, what goes around comes around - joining in the office gossip may seem like the easy thing to do, but almost everyone has much more respect - and trust - for people who do not spread stories around.

## 6. Breaking office policies

Follow the rules. The rules are there to give the greatest number of people the best chance of working together well and getting the job done.

## 7. Criticizing

Avoid the impulse to criticize your boss or the company in person or on the Internet. Employees who are known for their good attitude and helpful suggestions are the ones most often remembered at performance evaluation and raise review time.

#### 8. Being disrespectful

Show pride in yourself and respect toward others. Never let yourself be heard uttering derogatory terms in reference to yourself or to others. The best way to get respect is to show respect toward yourself and others.

#### 9. Not distinguishing yourself

Distinguish yourself. Pick out one or more things in your job to do better than anyone else. Become known as the "go-to" person for such things. That will help managers remember you favorably at times when you really need to be remembered.



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