

THINGS TO GET YOU HIRED

...and fired.
presented by Dean's Professional Services



TIPS & TOOLS FOR THE WORKING PROFESSIONAL

THINGS TO GET YOU HIRED

THINGS TO GET YOU fired

APPEARANCE



- Nice, Neat Clean Look
- Neutral Hair And Nail Color
- Professional, Pressed Attire

Whether you are attending an interview, orientation, starting your first day of work, or going to work after 8 months on the job your appearance is imperative. No matter what your uniform appearing neat, clean, and professional is a requirement of Dean's Professional Services.



- Wrinkled or Dirty
- Unprofessional, Sloppy Attire
- Tattoos or Piercings Showing

Your presentation is your first impression. Employers may overlook your skills because your appearance is too distracting. Visible tattoos and distracting piercings are not acceptable for a DPS Employee.

ATTENDANCE



- Arrive On Time & Ready to Work
- Work Your Schedule
- Consistent, Good Attendance

Understand that once you have accepted a schedule, you are required to work that schedule. If you have an issue, are going to be late or need to take time off, you must contact your DPS staffing coordinator (we're 24 hours a day, 7 days a week). Remember, flex or rotating schedule doesn't mean you can change your schedule at will.



- Excessive Late Arrivals
- Leaving Early without Permission
- HAVE A BACK UP PLAN!

Remember to have a back up plan! Excessive late arrivals and call offs (even if they are excused with documentation) will eventually lead to termination. Integrity is key! Just because your manager isn't present doesn't mean you can leave your shift early without permission.

ATTITUDE



- Energy and Enthusiasm
- Bring Your Own Weather
- Open to New Tasks

No matter your personal situation, when you go to work, bring your energy and enthusiasm! Remain professional, approachable and open to new tasks and opportunities. Work as directed. Don't let anyone change your "weather" (attitude and work performance). **Stay away from gossip and do your job to the best of your ability.**



- Unprofessional Behavior
- Unpleasant and Tired
- Disinterested and Nonchalant

Unprofessional behavior, insubordination, and showing up to work too tired to perform is unacceptable and is grounds for disciplinary action up to and including termination. Remember, even if working a temporary assignment, this could be the first step in a new career path.

SOCIAL MEDIA...



At Dean's Professional Services, we understand that social media can be a fun and rewarding way to share your life and opinions with family and friends around the world. However, use of social media also presents certain risks and responsibilities.

You are responsible for what you post online. Consider your risk and reward of posting online BEFORE you post. Content and conduct that may affect your job performance, someone else's performance, DPS clients and suppliers may result in disciplinary action up to and including termination.

Do not misrepresent your employer on Social Media. Do not list any Dean's Professional Services' client location, site or facility as your employer.

Do not misuse DPS client property. Surfing, Posting, and Networking on Social Media websites for personal reasons are unacceptable and not permitted.