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Succeeding on the job means helping others to reach their goals, recognizing your personal strengths and areas for improvement, building on your experiences (even the unsuccessful ones), recognizing the contributions of others, making a good first impression, taking advantage of leadership opportunities, and learning from others.

CUSTOMER SERVICE ATTITUDE
Succeeding on the job means taking the concerns of other people seriously and responding to them promptly, being courteous and polite at all times, maintaining self-control, looking people in the eye, saying “please” and “thank you” often, and anticipating the needs of others.

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Succeeding on the job means planning and organizing your work, identifying and working through (not around) obstacles, identifying alternatives and making choices, solving problems, and being creative and flexible in response to the changing demands of a job.

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Resource Center for CareerTech Advancement
a division of Oklahoma CareerTech
resourcecenter@careertech.ok.gov
Keys to Employability

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“Elementary”

The Solution
Was
Obvious

indispensable

1. indiˈspensəbəl

adjective
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