

- Your accomplishments
- How the accomplishments were achieved
- Adherence to company policies

After The Appraisal: Act on The Feedback

- ~ Review your notes after the appraisal and check them against your own self-evaluation
- ~ If the criticism is valid, be willing to change
- ~ Be willing to analyze your discrepancies. People may see you differently than you see yourself.

Being a Valuable Employee

Employability skills

These are the basic skills you will need to successfully get a job and keep that job. Personal qualities, habits, and attitudes influence how you interact with others. Employers value employability skills because they are linked to how you get along with co-workers and customers, your job performance, and your career success.

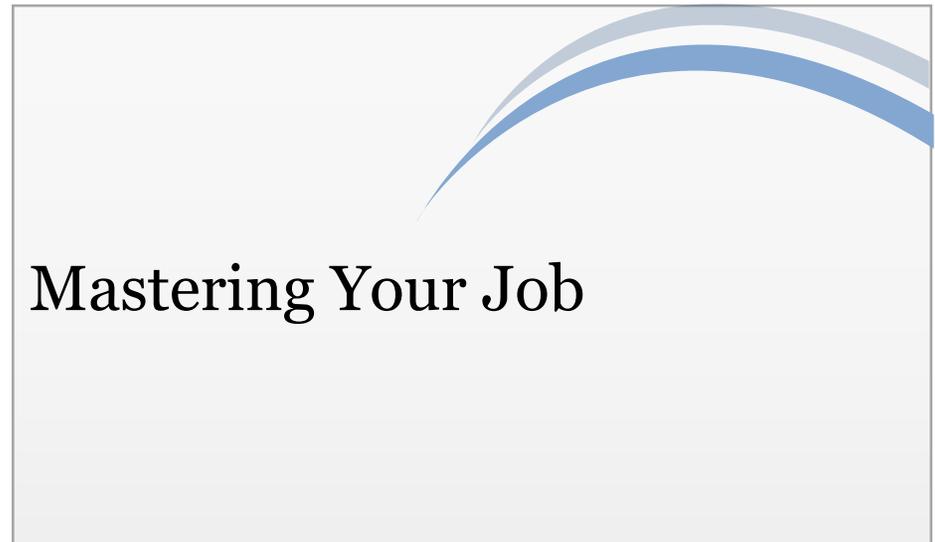
Listed below are some important skills that you will need:

- ~ Responsibility
- ~ Admit your mistakes
- ~ Finish what you start
- ~ Work fast but do a good job
- ~ Work ethic
- ~ Work well without supervision
- ~ Show initiative



SJPP Liaison Office

“Enter Work With Skills”



Why is Mastering Your Job Important?

We often think that it is enough to “**just do your job**” and that your time and effort should be rewarded. In times when the business needs to make redundancies “just doing your job” will not ensure that you are selected to remain with the company. Your value in a company is measured by how well you apply your skills and your contribution to the company’s success and not just by the knowledge you have.

Mastering your job will help you gain valuable experience and open more opportunities in the future.

What it Takes to Master Your Job

When looking for a valued employee, the employer is looking for effectiveness and efficiency.

Being efficient means

Quantitative: achieving measurable targets on time and within budget.

Qualitative: producing complete and accurate work.

Behavioral: exhibiting the personal characteristics such as attitude, initiative, innovation and teamwork that are valued in your company.

Being effective means to do the right thing which will come with experience. You must take initiative also.



Steps to Take

Mastering your job will not magically happen the next day of work. And the time it takes will most likely be based on the complexity of your job.

The following are steps to help you focus your energy on your process:

1~ Know Your Responsibility

2~ Define Your Performance Objectives

3~ Master the Mechanics of Your Job

- * Become technically proficient.

- * Identify the constraints on your work.

- * Develop your interpersonal skills.

- * Understand the theory behind your tasks.

- * Wean yourself from the experts.

4~ Develop A Sense Of Ownership

5~ Understand Your Company’s Objectives and Strategies

- * Learn your company’s Strategies.

- * Improve the skills that will most benefit your company.

Your Performance Feedback

Performance feedback can come in two ways, informally such as verbal or written comments on the work you do and formally, as a documented performance appraisal.

At times, in your appraisal, **the employer will often look at more than just your technical skill and your knowledge.** They will also look at :