

HINTS FOR THE EMBRYO OFFICE EMPLOYER

by

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INCREASING YOUR VALUE TO YOUR EMPLOYER

1. Learn all you can about your concern, its product, or service.
2. Keep an eye on the office ventilation and light.
3. Do what you are supposed to do at the time you are supposed to do it.
4. Be tactful--always preface your remarks with
 - a. Shall I...
 - b. Would you like to have...
 - c. Do you think this will be...
 - d. Have you seen or heard...
 - e. May I...
5. Listen to directions, suggestions, and comments with attention and keep them in mind.
6. Anticipate the needs of your superior in the way of
 - a. Writing supplies
 - b. Addresses
 - c. File material
 - d. Telephone numbers
7. Don't keep your superior waiting--report immediately with whatever supplies, materials, or equipment necessary for the task you are to do.
8. Avoid personal discussions.
9. Do not gossip or listen to gossip.
10. Avoid having to make excuses for mistakes.
11. Be on time for work, special appointments, daily routine activities.
12. Do not take your feelings out on your superior or fellow workers.
13. Learn to relieve your superior of many of his routine duties.
14. Act as a buffer between your superior and people who want to see him.
15. Maintain an appointment book for your superior.
16. Keep a memorandum pad for notations of telephone calls, messages, etc.
17. Do not interrupt your superior when he is talking.
18. Learn to handle routine correspondence.
19. Place finished work on your superior's desk carefully--face up if he is present; face down if he is not present.
20. When you are in presence of your superior, look him directly in the eye, wait quietly, remain until dismissed, avoid being curious about items on his desk, and be businesslike in your movements.
21. Do not leave the office at night with important work left unfinished.
22. Avoid familiarity. Never call your superior by first name.
23. Do not shirk responsibilities.
24. Be loyal to the company; keep its activities secret.

Taken from page 61 of the "Stenographic Office Practice".