

# **Pocket Book of Job Survival & Success Tips**

The Editors @ JIST

## **Contents**

|                                       |           |
|---------------------------------------|-----------|
| <b>Part 1: Your First Day .....</b>   | <b>1</b>  |
| <b>Part 2: Your First Month .....</b> | <b>13</b> |
| <b>Part 3: Your First Year.....</b>   | <b>23</b> |

### **What This Booklet Can Do for You**

Congratulations. You have landed a job. Or maybe you have a job and want to move up and become more successful. Either way you have an opportunity, and this booklet can help you make the most of it. Just follow the tips, fill out the checklists, and complete the worksheets. This booklet prepares you for your first day on the job all the way through to your annual review and beyond.

And still fits snugly in your pocket.