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## + UNEMPLOYMENT

### 10 TIPS FOR KEEPING YOUR JOB

**RISING UNEMPLOYMENT** has gone hand in hand with the financial crisis sweeping the globe. For Australians worried about job security, workforce professionals have offered the following tips to help you keep your job, writes *Vanessa De Groot*.

If you're worried your job might be on the line this advice could be handy but in any case it's a good idea to be prepared.

"Get on the front foot and be proactive in building a network and preparing your CV," advised Justin Lyster of Seek.

He said it's important to be mindful that even though you could do everything in your power to prevent yourself from being retrenched, it might just come down to a company's bottom line, and if they needed to downsize it would be out of your control.

**1 Be positive.** You might think you're not negative, just a realist, but CareerOne editor Kate Southam said now is the time to be positive.

"In a downturn like this people want to be around people with a positive outlook."

You need to show you're on board, that you're going to help the company get through tough times.

**2 Be sympathetic to the times.** Really show that you understand and empathise with the economic conditions your business is experiencing, advised Lyster. Things have changed from the boom, when it was all about pay rises and bonuses.

"Don't rush into the boss and ask for a pay rise necessarily unless you feel like you've got a really good case for that," Lyster said. "I think people's measures of success are changing in these times. Your approach to how you work with your boss and appreciate their pressures puts you in great stead."

Chris Riley of Manpower Australia and New Zealand advised employees to willingly apply for any company or leave initiatives. Be

a team player and know that everyone needs to make sacrifices in order to get through the tough times, he said.

**3 Do a personal branding audit on yourself.** Are you that person who comes in of a morning dead on time or do you come in a couple of minutes late, talking loudly, doing a big shoe changeover and then taking time to assemble your breakfast? Are you the oversharer, telling everybody your beeswax?

Southam said it's vital that when people hear your name it stands for a person who really contributes to the business.

"When people hear your name, what do they think? What images does it conjure up? A quiet achiever, a diligent person or the loud breakfast assembler?" she asked.

"Now is not the time to be known for all the wrong reasons. Don't be talking about your hangover, don't have loud arguments with your boyfriend or mother on the phone. They might sound like little things but they're important."

The director of Hays Recruitment Queensland, Darren Buchanan, said it's important to remember the basics, like arriving for work on time, showing enthusiasm, looking and acting professionally and being organised.

"Don't watch the clock, and be prepared to do that little bit extra – it does get noticed."

**4 Make a positive impact.** "Remember when you first started the job?," asked Buchanan. "You were out to make a good first impression at every chance you could through the quality of your work."

"It's time to get into that frame of mind again and assume every opportunity is an opportunity to impress your manager with the good work you produce."

**5 Take credit when it's due.** When you've done something good make sure people, especially your manager, know about it, said Riley.

**6 Work hard.** It sounds obvious, Riley said, but work hard and do your job.

"Put in extra effort to achieve your targets and get your work done."

**7 Be flexible.** Don't refuse to do something just because it's not in your job description, said Southam.

"Really look for ways to contribute outside of what you normally do."

"That's a way to shore up your position; you don't want to be a slave but you want to be a person able to adapt, volunteer, put their hand up or go that extra kilometre."

**8 Make yourself indispensable.** In tough economic times like we're experiencing now, Lyster said a lot of employers won't automatically replace people if they resign.

"That presents a good opportunity for people left behind to take on new work and not only develop new skills but make themselves indispensable for their employer."

**9 Improve your standing in your profession.** Understand the profession you're in and what makes its successful members successful. Find out the top 10 people in a profession and what it is that they've done, said Lyster, whether it be training, experience or their network.

"Try to understand what it is about them that makes them successful and adopt some of those things."

Upgrade and refresh your skills if need be to keep yourself current, make you even more invaluable to your employer and differentiate you from your colleagues.

**10 Add value.** Businesses are understandably looking to increase revenue as well as save on costs, so look to where you can add value, said Buchanan.

Southam notes you should be clear as to how what you do aligns with the goals of the business.

She said everyone has an impact on the business in their individual roles and employees should take opportunities to suggest more cost-efficient ways to do things and to ensure the business is doing the best it can.

"Know how you contribute to that bigger picture."



Buchan

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