



# How do I keep my job?

*Once you get a job, there are things you can do to ensure that you will stay employed and progress in your career.*

To do your job well you should also develop yourself professionally and maintain a good relationship with your co-workers.

## Do Your Job Well

The easiest way to keep your job is by doing it well. For example, you can:

- Be on time
- Meet deadlines
- Submit high-quality work
- Accept constructive criticism
- Show initiative
- Ask questions if you don't understand something

## Develop Yourself Professionally

Updating your professional skills keeps you employable because you have current knowledge of your field.

Take advantage of learning opportunities your work offers. You can also take courses or attend workshops on your own time.

Continuing education courses or certification programs are available in most Ontario universities, colleges, private career colleges and school boards.

## Maintain Good Relationships

Having a good relationship with your co-workers and supervisors contributes to a positive work environment. This is something most employers value.

You can maintain your relationship with your colleagues by focusing on respectful communication and avoiding workplace gossip.

## Trouble Keeping a Job

If you are having trouble keeping a job, you might want to:

- Find out what is keeping you from working and address it.
- Visit a community agency that offers employment services, such as job retention and career exploration workshops or one-on-one counselling.

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### Reference:

[Employment Ontario - Find Services in Your Area](#)