

职场菜鸟：应届毕业生职场必胜10招 PDF转换可能丢失图片或格式，建议阅读原文

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眼下正是应届毕业生找工作的旺季黄金期，2012你要走出校园踏入社会了吗？第一份工作很重要！菜鸟如何在职场生存下来？必胜10招帮你迅速赢得好感：

Is 2012 the year you start your first post-college job? Here are some tips to quickly build a strong reputation and ensure that your first job is a success. 2012年，你走出大学校门，踏入社会吗？下面十招帮你迅速赢得好感，在第一份工作中获取成功。

1. Listen more than you talk. Soak up information about how the organization works, and the reasons why, before you offer "helpful" alternatives. 少说多听。潜心研究公司运营方式，探究个中缘由，以便日后提出“合理化”的建议。
2. Don't segregate yourself with people in your age group. Get to know older workers too. Your peer group may be more fun for happy hours, but those coworkers who are a decade or more older than you can possibly help with your career. (And you might find out you enjoy their company too!) 别光顾着跟同龄人打成一片。与同龄人相处可能让你快乐多多，但也不要忘记结识年长的同事。那些比你十岁以上的同事很可能会在工作中帮到你。（而且你可能会发现与他们相处同样令人愉快！）
3. Don't become part of a workplace clique. As much as you might like some coworkers, you should maintain professional boundaries. Don't get drawn into gossiping, and don't take on other people's workplace battles just because you consider them friends. Too many young

workers have harmed their own careers by focusing on chitchat over work, or by deciding to dislike the boss just because a coworker does. 不要拉帮结派。你可能对某些同事有好感，但要保持工作界限。不要散布流言蜚语，不要参与其它人的办公室争斗，即使你拿他们当朋友。随意评论工作中的人与事已经毁了太多年轻员工的职业生涯。因为同事不喜欢老板，所以自己也决定不喜欢，这样做法也同样不可取。

4. Take mistakes seriously. There ' s nothing more frustrating than an employee who made a mistake and doesn ' t seem to think it ' s a big deal. When you make a mistake, immediately take responsibility for it, figure out how you ' re going to fix it, and make it clear that you understand its seriousness. Responses like "my bad" or worse, no response at all, signal that you don ' t take work seriously. 认真对待错误。员工犯了错误，却不以为意，这是最让人沮丧的。犯了错误，要勇于承担责任，想法设法弥补过失，让别人清楚，你知道这很严重。像“都怪我”或“我的错”这样的回答，或干脆什么都不说，说明你根本没把工作放在心上。

5. Take notes. Your boss expects you to remember the specific instructions you were given and that includes nuances, not just the overarching idea. For most people, that means taking notes. And while a good manager is happy to answer questions, she won ' t be if the questions are ones she already answered when you weren ' t bothering to pay attention. 记笔记。老板期望你记下接受的详细指导不仅是框架，还要包括细枝末节。对大多数人来说，只有记笔记才能做得到。优秀的管理人员乐意回答你提出的问题，但如果你已问过此类问题，而且没有用心去记，情况就不同了。

6.

Don't use social networking sites or instant-messaging with friends throughout the workday. When you're at work, you should focus 100 percent on work. There's no quicker way to make a bad impression than to be spotted on Gmail or IM'ing with friends when you should be working. 不要在工作时间，登录社交网站或即时聊天软件跟朋友闲聊。工作时，要把注意力100%的集中在工作上。在工作中被人看见在Gmail或即时通讯工具上与朋友闲聊，你会给别人留下坏印象。

7. Do what you say you're going to do and by when you say you're going to do it. Always, always sticking to your word will establish you as someone reliable and trustworthy, someone who is on top of their game and it's such rare behavior that you'll stand out for it. 守时守信。信守承诺会使你成为值得依赖的人，工作中的优胜者这种做法难能可贵，你要坚持不懈。

8. Pay attention to the culture. This is hugely important, and when new employees don't do it, they come across as tone-deaf. Observe how others act and you'll pick up a ton of information about cultural expectations. Are people compulsively on time for meetings? Do they take a real lunch or eat at their desks? What hours do most people work? Is there a lot of chitchat during the day, or do people stay focused? Do people primarily use email to communicate or do they talk in person? While you don't need to become someone you're not, you do want to try to roughly fit into cultural parameters. 关注企业文化。企业文化至关重要，新员工不依照而行，会成为曲调中的不和谐音。观察别人怎么做，会获取大量企业文化期望值信息。例如：员工必须准时参加会议吗？人们重视午餐还是随便吃一点

？大多数人在什么时段工作？工作时间多数人在闲聊，还是专心工作？人们主要以什么方式交流，邮件还是面对面交谈？当然，不必为此改变自己，差不多不与同事格格不入就是了。

9. Be open to learning. You may have learned lots of theory in the classroom, but it tends to change drastically when human behavior gets involved. College gave you theory. work is going to give something entirely different, so stay humble and realize your first job is going to be largely about learning. 虚心学习。你可能在学校学了一大套理论，但是涉及到人类行为时，它会发生戏剧性地变化。大学教授你理论，工作则给予你完全不同的历练，所以要谦虚，让你的第一份工作成为广阔的学习天地。

10. Thank people who help you. When your boss or another coworker takes the time to help you with something, give them a sincere thank you. People who feel appreciated are more likely to go out of their way for you again. If you don't seem to care, they probably won't bother again. 感谢帮助你的人。老板或同事抽出时间帮你做事，要衷心地感谢他们。人们因付出而受到感激，会很高兴再次帮你。如果你看起来满不在乎，他们可能不再帮你。

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