



ASSOCIATE NEWSLETTER - MARCH / APRIL 2019

# HOW TO KEEP A JOB

## Be Committed

Commitment is one quality employers value most. When you're hired to do a job, your employer must have confidence you will get the job done – whether it means coming in early, staying late or working weekends. A strong commitment shows that you are concerned about your own needs as well as exceeding your employer's expectations. This will help foster loyalty and commitment from your employer. In addition, commitment makes your job more satisfying, empowers you and brings out the best in your work. Commitment not only benefits your company, it makes your work more satisfying – ultimately making you a better employee.

## Be a team player

Today's workplace demands employees who are team oriented for several reasons. It's important to realise everything you do has an impact on others, and what others do will impact you. If you perform poorly, others may have to do the extra work to compensate. Doing your share will make the whole team better. Working well with others will increase your potential, making you more valuable to the company.

## Can we communicate?

As we continue to evolve to a service-oriented society, the demand for employees with good communication skills will grow dramatically, which is why it's important to know what some of these skills are. Whether you're drafting a letter, writing a memo, or leaving a written message, good grammar and spelling are important. Always use your computer's spell check and have others proofread important documents. Use good judgement when you're talking to your



co-workers or your boss, or discussing your weekend plans while on break. Remember, what interests you may not be interesting to everyone, and it may offend others.

## Look the part

We're all acquainted with the phrase "dress for success." Any discussion of appearance, however, is usually limited to the employment interview and how to get the job. But your appearance is just as important after you've gotten the job. For example, a sloppy appearance could send the wrong message to your co-workers and boss – like you have less than perfect work habits. Since the only initial impression your co-workers and employer have of you is how you look, it's important to send the right message.

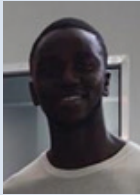
## Keep a positive attitude

No single intangible job skill has the effect that attitude has. A good attitude can turn you into a super performer. A poor attitude, however, might limit your career possibilities, as you could be viewed negatively – not only by your boss, but by your co-workers too. Your attitude includes the enthusiasm with which you perform your job duties, as well as your willingness to take on additional projects or tasks. Remember, employers can tell you how to do your new job, but showing passion and enthusiasm is expected.

**By: Express Employment Professionals**

# Employees of the Month

## Kevin Matamba



Congratulations to Kevin Matamba for being selected as Employee of the Month. He has been phenomenal. He goes about his business quietly, never complains and is willing to help and eager to learn.

Express Cape Town

## Fortune Mtetwa



Congratulations to Fortune for his employee of the month award. We are very happy with the performance of Mr Mtetwa, especially in a team and as an individual. Mr Mtetwa will be given preference at any given time.

Express Richards Bay

## Siphamandla Vilane



Congratulations to Siphamandla who was awarded Employee of the Month. It is with great pleasure to inform you of Mr SZ Vilane who has excelled exceptionally well in his duties.

Express Richards Bay

## Hond Swartz



Congratulations to Hond Swartz for his award for Employee of the month. He was awarded employee of the month for his consistent commitment and quality of work on all e-Discovery projects.

Express Cape Town

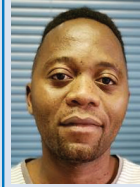
## Siyathakoza Khoza



Congratulations to Siyathakoza for being awarded employee of the month. Mr ST Khoza has delivered outstanding work for the past month. Any task given to him is done quickly and done correctly the first time. Mr Khoza has also assisted as a tippler operator and excelled in this position.

Express Richards Bay

## Siyabonga Nkabinde



Congratulations to Siyabonga for his Employee of the month award. Only positive feedback for Mr S Nkabinde, he works smarter and harder than the permanent employees.

Express Richards Bay

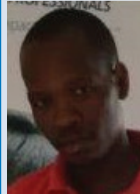
## Meagan Williams



Congratulations to Meagan Williams for her award for Employee of the month. She was awarded employee of the month for his consistent commitment and quality of work on all e-Discovery projects.

Express Cape Town

## Thembowakhe Baleni



Congratulations to Thembowakhe on your Employee of the month award. Thank you for your hard work and dedication.

Express Durban South

## Akhona Lunganisa



Congratulations to Akhona for the Employee of the Month award. He is a diligent, reliable and honest employee and always at work regardless of how he feels. Thank you for your hard work and dedication.

Express Port Elizabeth

## Terrence Tlouamma



Congratulations to Terrence Tlouamma for winning employee of the month. Keep up the hard work and determination!

Express Bedfordview

## Simphiwe Mchunu



Congratulations to Simphiwe for his Employee of the Month award. Simphiwe Mchunu is employed at one of our client sites as a Trade Tested Fitter. He has good timekeeping and attendance and practices safe working principles.

Express Durban South

## Curtis Row



Congratulations to Curtis for his Employee of the month award for January 2019. Thank you Curtis for your hard work and dedication.

Express Pietermaritzburg

## Contact us:

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Durban North	0861 222 276	Port Elizabeth	0861 177 757
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Middelburg	0861 177 754	Richards Bay	0861 222 264
Midrand	0860 604 949	Sandton	0861 177 755

**Headquarters 0861 166 853**

### IMPORTANT NOTICE!

Express does not charge an applicant a placement fee! Therefore DO NOT pay anyone any money to get a job, interview or guaranteed employment.

### MOLAETSA O O BOHLOKWA!

Express ga e patedise motho go mo batlela mmereko. Ka jalo, o seke wa patella chelate gore o fumane mmereko.

### UMLAYEZO O PHUTHUMAYO!

Express a ka bhadalisi u ku tholela umuntu u msebenzi. Ungalinge u phane ngemali ukuthi u phiwe umsebenzi.

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