

Okay, You Have the Job. Wanna Keep It?

*I'm sure glad I
read the book!!*

*Ten Keys to
Your Personal
Career Survival
and Success*

RICHARD A. COLLINSWORTH



Richard A. Collinsworth
Okay, You Have the Job.

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Eloquent Books

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Great things, at times, come in small packages. This compact book will become your survival tool once you land that job.

The corporate world is changing—downsizing, restructuring and layoffs are real issues that face young professionals. The competition is fierce and if you want to survive, you have to function effectively and efficiently, from the beginning.

About the Author

Richard Collinsworth, a business executive for nearly 40 years, has laid out the ten fundamental keys that, when implemented, ensure your success. This must-read guidebook is an easy to understand yet powerful narration that focuses on what interpersonal skills you'll need once you enter the corporate world. Learn the traits that executives look for when hiring; you've got the technical skills you need but in order to succeed and survive, you've got to become invaluable to your employer. This book will tell you how.

Richard Collinsworth is a writer and has worked as an executive in the financial industry for almost four decades. He lives in Georgia.

Recommendations

“WHICH PROFESSOR DO YOU REMEMBER MORE? Is it the boring professor who stood next to the board and just wrote notes in that monotone Ben Stein voice, or is it the excited professor who walked around the room, interacted with you, and rarely wrote on the board? If you are more of a fan of the second professor, then this is a great book to introduce you to the business world and how it works. This book is not written like a textbook in which information is presented, and you are just supposed to accept it. Richard uses his personal experience to show you the things you want to do to succeed in the working world as well as some of the things that will not get you the job. He treats you as an equal even though you, like me, are probably just starting to understand what the world is like after college. This book is funny, informative, and valuable for anyone who is fresh out of college or just trying to go up the corporate ladder. The book offers insight that one can only get from experience, and Richard has plenty of experience. Richard’s one-on-one writing technique really draws you into this book and makes you feel like you are talking to a friend or family member who is only giving you good advice. If you are new like me to the business world, have not had the success you want at your job, or if you just want a couple pointers to help you become a more valuable member of your office, this book is a great place to start.”

Joe Baugham

2009 Graduate of Berry College, Rome, Georgia

(Joe is currently pursuing his master’s degree at the University of Tennessee, Chattanooga.)

“RICHARD HAS WRITTEN A MUST READ for anyone with a job today, especially those who are entering the job market for the first time! Straight talk, real-world advice, and great tips are shared by an Executive and a CEO who has survived over thirty years in the business world and has had to decide who to hire and who to fire many times. If you want to stand out from the competition of your fellow employees and be the one to move up in today’s world, this is the book to read!”

*Teri Yanovitch
President of T. A. Yanovitch, Inc.*

(Teri is a nationally known author and speaker on the importance of customer service. She is the coauthor of *Unleashing Excellence: The Complete Guide to Ultimate Customer Service*, which has sold over 30,000 copies in the U.S.)

“IT IS ONE THING TO STUDY WELL and get a degree from a university, but it is a different matter to succeed in the corporate world. Business School Advisory Councils and corporate recruiters always cite the lack of “survival skills” in the organizations as a major concern. Drawing on his highly successful career, Mr. Collinsworth takes a “how-to” approach to this problem. This is a must read for those who are early in their careers and for those who are nearing graduation from colleges and universities.”

*Varkey K. Titus, PhD
Dean, School of Business at Macon State College*

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*Ten Keys to Your Personal Career
Survival and Success*

Richard A. Collinsworth



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Foreword

The twenty-first century is delivering new challenges for those who want to create, sustain, and expand a successful professional career. No longer is there the stability of the large company or the lifelong employment assumptions of previous times. The fast-moving entrepreneurial spirit is manifest in all types of organizations, and as such, the phrase “human capital” has emphasized that each employee must demonstrate and deliver value as a fundamental part of his or her position and career.

The idea that an interview is the most important part of acquiring a position is no longer valid. The employed person’s proof of worth is how he or she navigates within the organization, how he or she contributes quickly to the organization, and how he or she can increase his or her organizational value over time.

In his writings, examples, and personal observations, Richard Collinsworth has woven a compelling roadmap for enriching one’s career, improving personal continuous value, and recognizing the unexpected in achieving personal value in the organization. At the same time, this book outlines a set of tenets for achieving personal and professional success in work and in life.

This book is especially valuable for the following individuals:

- those who have been working but have not achieved success,
- those who have been laid off because of downsizing or economic conditions,
- those who are in the process of changing careers,
- and those who aspire to lead teams, departments, divisions, subsidiaries, and entire organizations.

Richard A. Collinsworth

Richard provides easy-to-read sets of ideas, lessons learned, and examples along with his humorous life experiences on the road to acquiring the personal tools to succeed in the art of business, organizational management, and achieving success in one's career.

This book is relevant for anyone wanting to build a successful career in fields where products or services based on market value are the objectives in achieving customer satisfaction.

I thank Richard for asking me to contribute to what I believe is an essential work for professional success and a reference to enhance career goals.

*Bill Bysinger PhD, MBA
Author, Teacher, Consultant, Entrepreneur*

Introduction

The idea for this book was born one day as I was interviewing a young man who had just graduated from college and who wanted to come to work for me at our bank. As I sat there, I realized that he had received an excellent academic education. He had been carefully tutored on how to interview. Someone had also given him at least the rudiments of how to dress during the interview. But, as we reviewed his resume and prior experience, it dawned on me that no one, and I mean no one, had given this young person any training, advice, or insight into how he should conduct himself after he landed the job.

This epiphany reminded me of how naive I was when I started working. At that time, all I knew about how to succeed in business was (1) Don't commit any obvious crimes; (2) Do my best; and (3) Don't park in the chairman's spot. Other than that, I was totally clueless. And here, more than thirty years later, was another me, sitting there trying desperately to convince me that hiring him would be the best thing for my company—but with no idea as to what to do if he were successful with his application. So, I decided to help. I decided to write this book for everyone who's about to start his or her career or who may have started but may not be making the progress he or she wants. During my career, I've worked for dozens of bosses and been the boss of hundreds more. I've been promoted, fired, chewed on, knocked down, lied to, stabbed in the back, and honored. And somewhere in all that, I've developed the ten rules for personal career survival you will read about in this book. They are not based on any scientific study or academic research. They are based on nearly forty years of surviving and prospering in the face of some pretty significant adversity.

Now, I'm not about to guarantee that you'll be a success if you follow every point in this book. Sometimes, for no real reason, people don't succeed, no matter how hard they try. Sometimes you can do everything right, and you still get fired, lose that promotion, or have someone less qualified than you be given a bigger raise. Sorry, folks, but that's life. Be disappointed, put on your "big boy/girl pants," and move on. However, what I can almost guarantee is that if you ignore these rules, if you don't pay attention to them and at least try to abide by most of them, you will almost certainly at some point "get kicked off the island," to use a currently applicable analogy. Unless you are a member of the Lucky Club and were born with more money than the Almighty, unless you bought the winning lottery ticket yesterday, or unless you are so good looking that members of the opposite sex will pay just to have you hang around, you cannot succeed without paying attention to and using these techniques. Neither smarts, ability, ambition, education, nor even hard work will sustain you over the long haul unless you apply the points I outline for you in this book.

As for my qualifications, I've been moderately successful in organizations of varying sizes. When working at my first bank, I was promoted faster than anyone else in my starting group, and I ultimately became the youngest vice president in the seventy-five-year history of the bank. When I then moved on to a much larger bank, I was promoted from a junior officer position to senior vice president in three years—another first. After several years with that organization and after several assignments of increasing responsibility, I moved to a midsized bank, where the group I managed quickly became a corporate leader in new business development. For the last several years, I've been executive vice president of a community bank that has increased its size over tenfold in that time. Sometimes I succeeded or survived in spite of myself because I've, at one point or another in my career, not known or ignored every rule in this book. However, when I've applied these lessons, they've worked for me, and they will work for you, too.

A few somewhat sobering finishing points, and we'll get started. First, if what follows sounds like "tough love," it is intended to. While you will have fun and enjoyment during your career, the workplace is nevertheless an unforgiving environment where mistakes or missteps can have dire and long-lasting consequences. Surviving in corporate America, while no more serious today than it ever has been, has taken on an air of greater urgency as the economy has deteriorated and as the threat of job loss has become much more real for millions of people. Second, business is brutal. Business doesn't care who you are, what you "deserve," or even whether you exist or not. It truly is an environment where survival of the fittest reigns. It is totally up to you to grab it, shake it, and make it know you're there and that you're not afraid of it. Business owes you nothing and will give you nothing that you don't earn or take. Business is not kind. Business is not forgiving. Business is totally indifferent to your existence and will do just fine whether you decide to participate or not.

That is why this book is about survival and not about success. If you adhere to the precepts and techniques I've detailed for you below, you may well become successful. But to become successful, you have to BE THERE, and BEING THERE is what this book is about. Also, it is not about being happy, nor is it about being fulfilled. These are worthy goals and can be important to your overall emotional health and well-being, but they are not the focus of this book. What this book is about is survival—survival in the most difficult environment on earth: the world of corporate business. In this world, a good day means you get to come back tomorrow. In this world, you are successful if you have more money today than you did yesterday. In this world, fulfilled means you and your family have enough to eat, shelter for the night, and clothes to wear. This book is about basics. Read another book if you want to be happy. Read this book if you want to survive. (Pretty heavy, huh? Don't worry, it gets worse!)

Another thing this book is about is dispelling illusions. We all want to believe in illusions. Like the illusion that we aren't

getting older, or the illusion that everybody likes us and wants us to do well, or the illusion that just working hard will be enough. It is a hard thing to say and an even harder thing to hear, but no one is going to look after you unless you do. Portions of this book sound cynical because you cannot afford to have any illusions about what you need to do to survive. When you're dealing with survival (i.e., not getting "kicked off the island"), nothing else matters. And in today's business world, survival has to be your primary concern. If you aren't there, you can't get the promotion. If you are gone, someone else will get the raise. Survival is being there.

Now, clear your mind of the illusions. Focus on survival. Take a deep breath, and let's begin. . . .

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