

WAYS TO DIFFERENTIATE YOURSELF

LEARN HOW TO STAND OUT IN THE WORKPLACE

BEING A VALUABLE EMPLOYEE

WHY IT IS IMPORTANT

To advance your career you must show your employer you are willing to go above and beyond what your fellow colleagues are willing to do. Standing out in your job for working hard will increase your chance of being promoted or provided opportunities for professional growth.

HOW TO DISTINGUISH YOURSELF

Arrive to work early.	Show your leadership qualities.	Never criticize others, only help.
Stay late to help your colleagues.	Build rapport with everyone.	Only take good risks at work.
Speak up at meetings.	Help colleagues whenever you can.	Participate in after-work functions.
Voice smart suggestions.	Always be a team player.	Start and excel on a side project.
Be enthusiastic about your work.	Embrace changes at work.	Volunteer to help other groups.
Become an expert in something.	Continuously improve your work.	Mentor incoming colleagues.
Take initiative.	Do more than what you are asked.	Be eager to learn and expand skills.

FOCUS ON YOUR WORK

- Provide regular updates on projects and your assigned tasks to team members and project managers.
- Become an expert in your field or specific occupation to help you stand out and be a valuable resource.
- Reach out to other departments and create relationships with colleagues who have different skills.
- Avoid workplace gossip and getting involved in your colleague's work when it does not affect yours.
- Support your colleagues, compliment their work, and share credit on project accomplishments.

CHANGE YOUR POINT OF VIEW

- Q:** If you were an employer, what type of employee would you value? Are you this type of employee?
- Q:** What characteristics do you value in your colleagues? Do you possess these qualities?
- Q:** What kind of work ethic do you value? Do you embody this work ethic as an employee?

RESOURCES ON STANDING OUT

'7 Ways to Get Noticed at Work' – Ashley Stahl with Forbes

<https://www.forbes.com/sites/ashleystahl/2015/04/03/7-ways-to-get-noticed-at-work/#7e3bbb77491d>

'How to Shamelessly Promote Yourself at Work' – Tyler Omoth with Top Resume

<https://www.topresume.com/career-advice/how-to-self-promote-yourself-at-work>

'8 Ways to Differentiate Yourself to Land that Next Job' – Stan Silverman with Biz Journals

<https://www.bizjournals.com/bizjournals/how-to/growth-strategies/2017/11/8-ways-to-differentiate-yourself-to-land-that-next.html>

'10 Steps to Make a Great First Impression at Work' – Handshake

<https://joinhandshake.com/blog/students/10-steps-to-make-a-great-first-impression-at-work/>

ENCOURAGE OPEN COMMUNICATION

QUESTIONS TO ASK YOUR BOSS

How am I doing?	This question is beneficial if you do not have regular performance reviews or are unsure if you are meeting performance standards. If your boss says, "You are doing fine," request suggestions to improve your work. Showing initiative to adjust your work and improve performance will help improve their opinion.
What type of training would you recommend to advance my career?	Ask this question on a quarterly basis, especially if you receive a negative performance review. This question shows you can handle constructive criticism well and are looking for ways to improve your performance and overall work.
How would you have approached this project or situation?	If you receive negative feedback on your performance or a project, this question will help you know what to improve on in the future. Even if you received positive feedback on a project or task, this question may help you learn a new and better way that you had not considered.
What is your preference when it comes to communication?	It is helpful to ask this at the start of a new position and at the beginning of a new project so you know how to communicate with your boss in a way that will foster a positive relationship. Doing so will set you apart from your colleagues and show employers you are preparing for your work ahead.
What path led you to your current position?	Asking this question during an interview shows employers you are focused on your career path and how it will progress with their company. You can also ask this when you have a new manager or mentor. Their answer may provide new direction for your career path.

SESSION 13

What types of networking events and professional organizations do you find most beneficial?

This question shows you are willing to take initiative to expand your knowledge on different subjects within your field. Networking events and professional organizations not only benefit your career but can also provide new opportunities for the company you work with as well. Your boss may provide you with a few organizations they are a member of that you can also join which will help you connect with them and build a stronger relationship.

ChatGPT Questions for Distinguishing Yourself in the Workplace

- ✓ How can I make the best first impression at a new job?
- ✓ What are the characteristics of employees that distinguish themselves in the workplace?
- ✓ How can I connect with my peers at a new job?
- ✓ How can I give a great presentation at work?
- ✓ How and when do I ask for a raise at work?

RESOURCE ON COMMUNICATING WITH YOUR BOSS

'7 Questions to Ask Your Boss on a Regular Basis' – Ronda Suder with Top Resume

<https://www.topresume.com/career-advice/7-questions-to-ask-your-boss-on-a-regular-basis>