



We put people to work.

Sunnyvale: 408.735.1420 | Pleasanton: 925.416.9707 | www.westvalley.com



TOP FIVE WAYS TO MAKE THE MOST OF YOUR CAREER

1. Re-evaluate your job

Take initiative by going above and beyond your normal job scope. Bring any unused skills to the table and let your manager know that those skills could be useful for another project or task. This could lead to developing your position into something more.

2. Follow the up-and-coming star

There tends to be a colleague or manager who is seen as a rising star and they typically take people with them to the top. You may want to ask to assist with their projects and, in turn, hope to gain their respect.

3. Volunteer

Be proactive and seek opportunities that will showcase your skills and abilities. Don't wait for projects to be given to you, instead ask to take on special tasks or lend a hand to someone who can use help.

4. Voice your interests

Make it known that you would like to advance within the company. A good time to approach this is during your performance review or when you are negotiating a raise. You may want to build rapport and establish relationships with others in your company—sometimes it takes knowing the right people to get where you want to be.

5. Be aware of your attitude and appearance

If you want others to view you as professional, you must dress the part. Ensure your grooming is up to par, your clothes are not wrinkled and your attitude reflects a combination of confidence and cheer.

West Valley Staffing Group offers an extensive range of staffing services to support projects of every size, scope, and complexity, keeping in mind that each program we develop is unique. We are uniquely comprised of four specialized companies:

- West Valley Engineering
- Prostar Staffing
- West Valley Technology
- Accountants Now!

Sunnyvale Office
390 Potrero Avenue
Sunnyvale, CA 94085
408.735.1420

Pleasanton Office
3875 Hopyard Rd, Ste 130
Pleasanton, CA 94588
925.416.9707

www.westvalley.com