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Tapescript – Sarah

My name is Sarah Redfern. Well, it's called 'Top tips for getting on in the workplace' and there are nine tips about how to climb the ladder of success and basically get on pretty well with colleagues. Basically, I think that all of them are a bit nonsensical. I found that they were all a bit too much of a joke. I was expecting something quite serious and they were all rather silly. So actually none of the tips jumped out for me.

I think it makes a difference to the way you're perceived and I think it makes a difference to how you feel. For example, if you go into a meeting I feel – an important meeting that is – it's important, I think, to feel that you're comfortable but also that you're feeling respected and so dressing up a little bit helps with that, I think.

Dress-down Fridays? Yes, they happen. Unfortunately, where I work, it's pretty much every day a dress-down.

We do have appraisals. Basically, we have them twice a year. We have one full appraisal at the beginning of every year and then a half-yearly appraisal where it's a mini-review of the previous six months and so on. I find them useful. I tend to feel that we should be praised more often for what we do and the contribution we make to the work that we produce but I do find them useful. We do set objectives that sometimes aren't rewarded which is a bit of a shame but I do think it's important to have that exchange with your line manager just to basically talk about how things are going.

Well, in a previous job I used to have 'pay performance'. So, if you performed very well there would be four categories and you would have a pay increase based on which category you fell into and that was a huge bonus. Unfortunately, we don't have that sort of reward scheme here. We don't really get pay rises based on how we perform. It's really a case of if you're ready for promotion you have to apply for a job and that really is only



if they're available and they're pretty few and far between unfortunately in this job but I still think it's important, for me, the reward is being told that I'm doing a really good job and seeing the fruits of my labour.

I think in this day and age a lot of people rely a little bit too much on email especially if they're working in the same department. However, if it's a big team and lots of people have to be kept informed of things it's a really good way of doing that. But, I'm not really sure it's reduced the paper load we use because we kind of print other things out like schedules, when they are on the internet or we can email them, people still print them off so there is a case for arguing that it's not paper saving. I think a lot of people now particularly, I find, the younger generation, they tend to rely on email a little bit more and their communication skills are better in the written word than face to face and I found that can cause quite a problem because a lot of people are quite embarrassed actually to just go up and talk about things and just communicate openly. I do think in this day and age definitely people feel more comfortable behind a keyboard.

I quite like it. I quite like it. I don't think I'd want to be locked away in an office of my own. I'm fortunate enough to have great colleagues around me and I, my particular seat is one that's quite sociable. People stop by all the time and say hello. It doesn't bother me. I like it.

Gosh, that's too much of a difficult question. Top tips for getting on in the work place.

Hm. I would say: a positive attitude. Even when you're feeling down or if the work is too much it's good, and it's healthy, to stay as positive as possible. Always keep the lines of communication open and everybody that's involved in the team should be involved at every level of meetings, decisions, etc. Basically, I don't think anybody is too low or too high in a hierarchy.