



BITE-SIZED CAREER STRATEGIES

How to Finesse Your First 90 Days in Your New Job

You never get a second chance to make a good first impression. When you start a new job, you should start off on a high note. There are 5 simple strategies that you can use to make your new job a success!

- 1 Get a copy of your job description, understand your performance expectations, and make sure you have a copy of the employee handbook** and other relevant basic paperwork. If your organization doesn't have job descriptions, keep a copy of the job posting for the position you filled. Ask your new boss how you will be evaluated and if there are written standards. If not, draft them and review with your boss to make sure you're both on the same track.
- 2 Build relationships** with your boss and coworkers. Ask your boss who you should know in other departments and if it's ok to reach out to customers to introduce yourself. Be friendly with everyone and try not to get caught up in office gossip.
- 3 Join in team activities; participate in meetings,** and do your job well. You want to establish yourself as someone who can be relied upon. If something needs to be done, volunteer and be willing to stretch yourself outside of your duties. And of course, do everything you're asked without complaint and do it well.
- 4 Figure out the office culture.** Do people talk to each other? Email? Text? What do they wear? Do people eat at their desks or go out? What are the unwritten "rules" of your new organization? Do everything you can to understand the larger culture and fit in. Do not wait for others to do the hard work for you.
- 5 Check in with your boss after 30, 60, and 90 days** to ensure you're on the right track. Some organizations have formal feedback processes for new employees. If your new organization doesn't have a formal system, make an appointment with your boss to check-in so that you can make any necessary course corrections early in the game!

Getting a new job is exciting and a little nerve-wracking. Try these bite-sized career strategies to get yourself on the right track!



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