

First 90 Days on the Job

Starting a new job can be such an exciting, but overwhelming time. You want to make a great impression and show everyone that you are the best person for the job. There are so many things to learn and do and people to meet.

Here are some suggestions for what to do during your first 90 days on the job to help you have a successful beginning at your new company.

Where do you focus your time, energy, and talent?

BUILD KEY RELATIONSHIPS:

- Get to know your supervisor/leader and team members. Be proactive in introducing yourself to others and asking them questions that will help you get to know them. Remember what they tell you and bring it up in future conversations to show them you remember what makes them unique.
- Meet with key clients & customers you will be serving. Learn as much as you can about them before your initial meeting. Dress appropriately for the meeting to create a positive first impression.
- Build a good rapport with people who will be training you on how to do your job. Pay close attention and take good notes during your training sessions. Appreciate and acknowledge your trainer's skills and contributions to the team.
- Balance authenticity with emotional control and discretion. Be who you are while being thoughtful and intentional about what you share about yourself personally. Remember that the workplace is a professional setting and modify your behavior accordingly.

UNDERSTAND JOB EXPECTATIONS:

- Meet with your supervisor to discuss your job responsibilities, their expectations of you, and key responsibilities & goals during your first 30/60/90 days on the job.
- Learn about the company, the products and services it offers, and how your role supports the company's mission. New hire orientation can help provide insight about company values.
- Work collaboratively with your leader to establish SMART goals. Remember to be Specific, Measurable, Attainable, Realistic, and Timebound. This will help you and your leader determine if you are on track.
- Ask questions! Do not make assumptions with partial information. If you don't know – ASK! Supervisors would much rather you ask a questions to gain additional information or clarity as opposed to moving forward on a project or activity without having a full understanding of expectations of the project / activity.
- Ask trusted advisors, like your supervisor and/or mentor, for feedback about how you are doing. Get their perspective on what you are doing well and areas where you need to develop. Be open and responsive to the feedback. This will help you know if you are meeting expectations.

ADD VALUE:

- Challenge yourself to find ways you can quickly add value. Look for a simple project you can take on that leverages your skills. Seek out opportunities where volunteers are needed, such as a community service project that the company supports.
- Take advantage of all resources that are offered to you. This is a great way to expand your skillset, build your network, and gain broader perspective on the company.



DO NOT DO ANY OF THE FOLLOWING CAREER DERAILERS:

- Talking about your supervisor or teammates. Be positive about others and don't gossip. If you have a concern about a co-worker, talk about it diplomatically and confidentially with your leader.
- Staying quiet. It is critical (and expected) that you will ask good, informed questions that show you are listening and thoughtfully reflecting on what you are learning.
- Overloading yourself. Temper your desire and intent to quickly add value with not overloading yourself so that you develop a reputation for delivering what you promise.
- Being a loner. There is a social aspect to every work environment. It's important to engage professionally with others and gain a reputation for being a good team player.
- Relying mainly on electronic forms of communication with co-workers and clients. It's important for you to engage in face-to-face or over the phone communication whenever possible, especially as you are building relationships.
- Using your personal cell phone and/or your personal social media accounts during work hours. JUST DON'T DO IT!

MY PLAN FOR THE FIRST 90 DAYS:

Who I plan to meet with:

What I plan to do during the first 30/60/90 days (remember to make SMART goals):

Who I can seek feedback from:

How I can add value:

