

THE FIRST WEEK

- **Observe & Absorb:** There's a lot to learn when starting a new job, so take in as much as you can. Attend formal and informal training opportunities, pay attention to the communication and work styles of colleagues, and learn the office policies. There can be some down time in the first week, so use this time to get familiar with the tools of the job or read up on background information.
- **Ask Questions & Take Notes:** It is normal and expected to have a lot of questions in the beginning. As you learn new information write down detailed notes and ask questions to improve your understanding.
- **Talk to and Listen to Your Supervisor:** Schedule times to check-in with your supervisor so that you can ask questions, get direction on what to do next, and provide updates on your learning. Be sure to listen to their feedback and advice as well.
- **Pace Yourself:** It is impossible to learn everything about a new job in one week. Give yourself time to adjust and do not overcommit to projects and activities.

THE FIRST MONTH

- **Learn Names & Roles:** Learning your colleagues' responsibilities will be useful when you need to ask for their help. By understanding the company structure and how your job interacts with others you can work efficiently and effectively.
- **Find the Positive People:** Identify the people who are doing well and analyze what helps them to be successful. Try to avoid the complainers and slackers; you want to build a reputation of dependability and develop positive working relationships with everyone.
- **Offer to Help:** A good way to develop positive work relationships is to offer assistance to others. Volunteering for a special project or joining a committee will demonstrate your initiative and build rapport.
- **Speak Up:** You may still feel like you don't know much, but make sure that you are contributing in meetings and sharing your thoughts. You were hired for a reason and it's important to show that you are engaged. Listen to others and be mindful not to come across as a know-it-all.
- **Set Goals:** Talk with your supervisor to discuss expectations and develop a few professional goals. What are the priorities for the first few months? The first year? How will success be measured? Clarifying these goals early on will provide you with direction and help you and your supervisor track your contributions.

THE FIRST 90 DAYS

- **Get Feedback:** Seek input from your supervisor and colleagues. Make it clear that you want to continue learning and improving, and be open to constructive feedback.
- **Ask NEW Questions:** As you get more familiar with your role it is normal to develop new questions that didn't come up in the beginning. Before you ask, check back over your notes and training materials to ensure the answer wasn't previously provided.
- **Identify a Potential Mentor:** Consider senior staff or other strong performers who may be able to provide some professional guidance. Ask them to go for coffee or lunch to start.
- **Take Care of Yourself:** Remember to make time for yourself outside of work. It is easy to get caught up in the excitement and pressure of doing a good job, but don't forget to make time for activities that help you relax and recharge so that you can continue doing a good job.