



Your First 90 Days- Getting Off to a Great Start

Office of Career Development

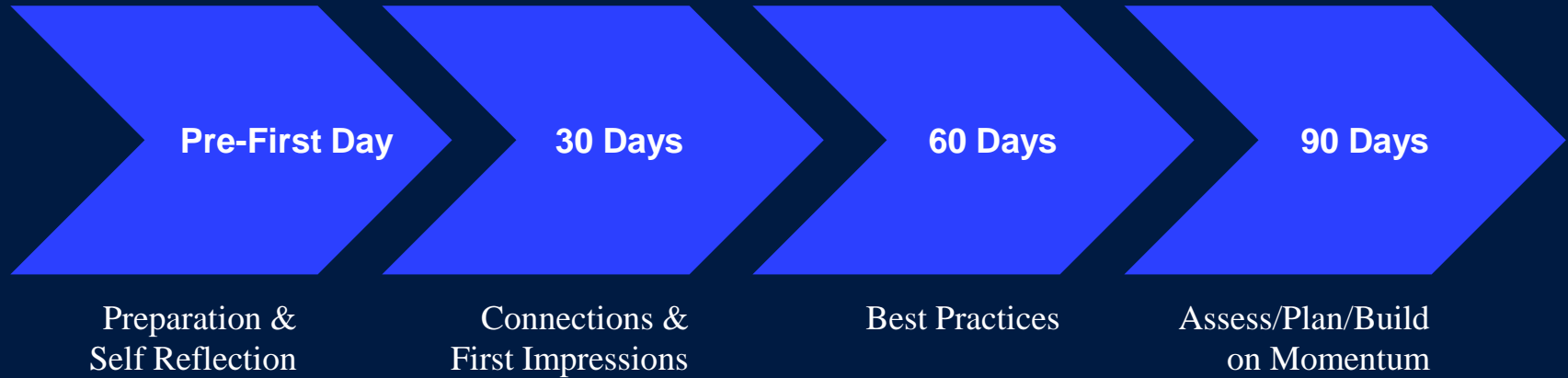




Congratulations!!! You're On Your Way!



Agenda



Pre-First Day

Preparation: *External*

- Connect with new manager (availability permitting)
 - Align on role/responsibilities/goals/expectations
 - Think about ways to create value for your team
 - Onboarding – in-person or virtual...new computer, phone?
- Review org charts
- Prepare reach-out lists for team intros
- Get list of team/company acronyms
- Discuss possible mentors*
- Update LinkedIn Profile



Pre-First Day

Preparation: *Internal-Self Reflection*

- What am I most excited about?
- What am I most hopeful for?
- How can I leverage my MBA and SOM's mission?
- How can I set myself up for success?
 - When am I at my best? Morning, mid-day?
- What will keep me balanced?
 - Working out? Reading? Connecting with friends?



First 30 Days

Connections & First Impressions

- Meet/Greets
 - Have manager send out introductory note/ let team know you'll be reaching out
 - Conduct meetings across all levels if possible
 - Extend intros to HR, Facilities, Operations, IT
 - Introduce yourself to colleagues
 - Do your best to remember names!



- Create Connections

- Ask for a tour

- Get to know where all the amenities are, including the cafeteria/kitchen*

- Ask colleagues for coffee/lunch/walk

- Get to know them; ask questions

- Role up your sleeves and help where you can

- Request 1-2 minutes before a 1st-time meeting to introduce yourself



First 60 Days

Set Best Practices

- Get Organized/Build Good Work Habits
- Create To-Do Lists/Project Plans
- Arrive early/Don't be the first to leave*

Brainstorm ways to add value

Listen...Learn...Absorb...Be Curious!

- Learn about the team, company, culture, clients, success factors, etc.



90-Day Mark

Assess/Build on Your Momentum

- 3-month check-in w/your manager and mentor
 - Review goals and progress made
 - Reset priorities and project-plans
 - Discuss new goals/expectations/plans
- Take on tasks outside of core role
- Build your brand/build on positive momentum
- Showcase what you do well!



End Notes

Foster Outside Connections

- Reconnect with peers from:
 - SOM
 - Undergrad
 - Former Employees

**Keep your pulse on what's happening
in the marketplace**



End Notes: *continued*

- Focus on the Positive
- Appreciate that there will be frustrations and missteps, but take the long-view that you're still learning
- Hold onto your values
- Keep your sense of self
- Keep your sense of humor...**And...**



...Just Remember...

you got this.



QUESTIONS?

Reach out to any coach in the CDO for tips, guidance or support!



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