Your First 90 Days- Getting Off to a Great Start

Office of Career Development
Congratulations!!! You’re On Your Way!
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!