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GUIDE TO STARTING YOUR NEW JOB



You've landed a new job. Congratulations! Now what?

Starting a new job can be stressful- remember your first day of school? You don't know many people and you aren't quite sure what to expect. Usually there isn't a mentor or guide assigned to help you understand what's what. So who do you turn to? What can you do to ensure success? Some might be thinking, "I'll just do my job really well". That isn't enough.

Starting off on the right foot can make all the difference in the world. What can you do to increase your odds of being successful? What can you do to begin to develop the right relationship with your manager and coworkers? How can you get up to speed as quickly as possible? It can often feel like you have big shoes to fill.

13 Things You Need to Do When You Start a New Job

1. Before you begin your new assignment, you will want to consider what your [30-60-90 day plan](#) is for assimilating into your new role. This plan is not just about performance goals, it is about your interpersonal and emotional intelligence strategy too. Develop lists of questions you need answered in order to be successful in your new role. Ask yourself about the who, what, where, when, why of the job. How will you get answers to the questions you cannot yet answer?
2. Ask your new manager for a meeting. (Read Scot Herrick's post: [The Ultimate Introduction to Your New Manager](#) from Cube Rules.) During this meeting ask about the expectations of the job, time-lines, measurements for success, key players you should meet in the organization, and what pitfalls to avoid.
3. Observe co-workers, who knows who, what are they saying in the break room, how do they behave in front of managers and leaders.
4. Pick your friends. Carefully select the co-workers you chose to affiliate with. Begin building trusting relationships.
5. Figure out who you want to be. You have a clean slate. Consider how you want to be perceived by your new manager, co-workers and support staff. What is the "brand" you want to bring into this new organization?
6. Develop your strategy for continuing to manage your career.
7. Update your marketing plan.
8. Be open to new ways of doing things (Don't be a know-it-all)
9. Keep a running list of accomplishments from your new job (you'll need them)!
10. Identify professional development opportunities in and outside of your new company.
11. Create time in your new schedule to continue to network. How will you keep in touch with all the people you've met over the past several months? How will you meet new people associated with your new role inside and outside your new company? What professional associations will you join?
12. Inform recruiters of your new status, but stay active with them
13. Share your success story with your network is also important. Fellow job seekers want to know there is a light at the end of the tunnel. Your friends want to hear the good news and celebrate with you! Give back by telling your story.

I remember starting a new job once and asking my new manager, "What do you expect from me in this new job?". (Not the best question, first of all). The response I got was "I don't know." That's all. I quickly moved on to action items I would be targeting in the new job (again, probably not the right tactic, not being there long enough to know if these were important or not). I got a blank stare in return. What I failed to do was to develop a relationship.

Now, you can begin doing your job really well. Be a positive person. Be able to find solutions and teach yourself new things. There shouldn't be surprises if you've done a thorough job discussing expectations with your manager. However, remember, everything is subject to change. Be resilient.

Begin with the soft stuff first, find common ground, learn about each other. Then get on with the job.

Want to know the truth about your next job?

You've been searching and interviewing and all for the pursuit of that golden ring (a new job)! The harsh reality is that 60+% of you won't be in that job 18 months from now. Why? It will have something to do with you and your Emotional Intelligence (or Emotional IQ).

So, what can you do to protect your new position? Lots! Ronnie Ann at Work Coach Cafe listed 7 ways to insure your job by gaining more control over your Emotional IQ. For greater insight, you'll want to read her entire post "[7 Ways To Bring Your Emotional Intelligence to Work](#)". I've paraphrased them below:

1. You always have choices, don't play the victim.
2. Build strong relationships at work
3. Be perceived as having a positive attitude (perception equals reality)
4. Don't let your emotions drive your behavior
5. Avoid the blame game
6. It isn't always about being right, know when to give in or back down
7. Look for possibilities and opportunities

I will also add number eight (8)

8. Always be looking for your next job (networking and exploring)

I am not going to place all the blame on you or the employer. Interviewing is not an exact science. Everyone is trying their best to be a good employee and a good employer. If you treat this new job like a relationship- open dialog, honest communication and a desire to make it work, it just might.

I wish you the best of luck!

