

The Butler Eagle

July, 2006

You're Hired!

These are two very exciting words everyone who's ever conducted a job search looks forward to hearing. Those two little words make all of the time and effort of that job search worth it. Congratulations on landing that job! Now that you're hired, here are a few survival tips for new employees. First, get to know everyone. Most companies have structured orientation that will include an introduction to your new co-workers. But if that's not the case, take the initiative to introduce yourself and learn who your co-workers are and what they do. Second, seek a mentor. If your new employer does not provide a mentor (co-worker who is experienced, knows the company and the job and will "show you the ropes") ask for one. It can be difficult to adjust to a new way of doing things in a new environment. A mentor can help make that adjustment much easier and quicker. And speaking of adjustment, this is a new job for you. Even if you're an expert in your field, you *are* new so keep that ego in check and learn all new systems and procedures thoroughly before recommending changes. Your contributions are expected and will be appreciated and valued by your co-workers and superiors, but if you start trying to change things and begin telling others what to do before you're acclimated, you'll soon be perceived as a "know-it-all" and will put your newly built relationships at risk. This is also a time when your work ethic will be most scrutinized. Report to work on time, every day, dressed appropriately and prepared to learn and do. Learn and adhere to break schedules and respect your co-workers by using appropriate language and behaving in a professional manner. Different organizations have different cultures. The same off colored jokes and remarks that used to fly at your old job may be cause for immediate dismissal at your new one. And remember, Pennsylvania is an "Employment at Will" state, which means employment can be terminated for any reason, at any time and the first 90 days of most new jobs is certainly the most critical.

Lisa Guard
Career Coach
CEO, Specialized Staffing, Inc.

