

# 10 Steps to Ensure Success When Starting a New JOB

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1. Prior to starting your new position, set up a meeting with your supervisor to review their expectations of you for the first 30, 60 and 90 days. Don't be afraid to offer input.
2. For at least the first 90 days, be 15 to 20 minutes early each day and stay until your boss leaves or tells you to go home.
3. At all costs, avoid engaging in any political, sexual, and scandalous conversation.
4. If your supervisor asks for help, stop what you are doing and dig in to that project until it is completed.
5. Follow up with your supervisor, on a weekly basis, to make sure they are satisfied with your performance and where to apply your energies. Some questions you might ask are, "Based on what you have seen from me so far, are there certain areas where you think I need to focus on more than others? Is there a specific project where you can use my help?" Throughout your entire career, it is important to make sure your priorities align with your boss's. Never assume you are doing a good job.
6. Locate the key team members within your area of the company and find out if they mind taking time to give you their perspective on the company such as certain norms, pet peeves, and key attributes they look for in successful employees.
7. The quality of your communication skills and your ability to maintain an even keel are paramount in the workplace and both are typically determining factors as to whether or not you have the potential to advance significantly within the company. Consider joining a group like toastmasters to help with your public speaking skills and if you tend to take your frustrations out on co-workers, enroll in an anger management course. One wrong word can kill a career.
8. Stay out of the Human Resources office unless it is absolutely necessary. Don't complain to them about anything.
9. Adhere to the company dress code, break schedule, lunch schedule, smoking areas and breaks.
10. Avoid using company time to check personal e-mail, using the Internet for social reading and using the company phone to make personal calls during business hours.