

Chapter 15



The First Job and Early Career Moves

Presentation Overview

- Getting a good start in the new job
- College and work compared
- Adjusting to professional work
- A career strategy for the 1st year
- A career center director's suggestions for a successful transition
- Moving up or out
- A CIP perspective on transitioning to the first job



Getting a Good Start in the New Job

1850 employers were asked what college students should do to secure a position & launch their career...

Focus on 3 areas:

1. Basic skills (26%) e.g., writing, communication, preparing reports, summarizing ideas
2. Professionalism & maturity (24%) e.g., realistic salary expectations, acting professionally, time management, accepting feedback
3. Interpersonal skills (23%) e.g., conduct a conversation, establish rapport, teamwork

College Culture vs. Job Culture

What are some differences?

- | | | |
|---------------|---------------|----------------|
| 1. Time | 2. Schedules | 3. Teamwork |
| 4. Feedback | 5. Holidays | 6. Assignments |
| 7. Work cycle | 8. Directions | 9. Attendance |

Differences in Boss vs. Professor?

- | | |
|----------------|---------------|
| a. Assignments | b. Fairness |
| c. Discussion | d. Evaluation |

The Learning Process?

School vs. Work



Employer suggestions for your first job



The On-Boarding Program

5-year turnover rate for new-graduate hires has been consistently about 20-23%, but 1st year rate could be less than 5% w/ a good orientation program

- **Orientation**

- ☒ **Brief Welcome vs. Months of Sessions**
- ☒ **Review of History, Mission, Culture, Policy & Procedures**

- **Assimilation Period**

- ☒ **Rotations, feedback, structured mentorship, socialization, use of technology**

Adjusting as a New Professional

4 areas of adjustment:

- Job Culture
- Personal Life after Graduation
- 1st year Financial Management
- Assessing the Culture



Job Culture

- Clock and Calendar Management
- Impression Management
- Managing Your Boss
- Coworker Relationships
- “Special” Coworker Relationships
- Your Evaluations



Tips for Minimizing Surprises in Your Evaluations

- Pay attention to sometimes subtle cues about the quality of your work
- Read your job description very carefully--clarify what you don't understand
- Ask supervisor and coworkers you trust for frequent feedback on your work
- Read the organization's personnel policies--don't allow your behavior to break policy
- Realize that the evaluation will be made in the context of a social relationship

Adjusting to a New Personal Life

- Managing finances
- Living arrangements
- Wardrobe development
- Transportation
- Food



12 Characteristics of Engaged Employees

Number	Description of Characteristic
1	I know what is expected of me at work.
2	I have the materials and equipment I need to do my work right.
3	At work, I have the opportunity to do what I do best every day.
4	In the last seven days, I have received recognition or praise for doing good work.
5	My supervisor, or someone at work, seems to care about me as a person.
6	There is someone at work who encourages my development.
7	At work, my opinions seem to count.
8	The mission or purpose of my organization makes me feel my job is important.
9	My associates or fellow employees are committed to doing quality work.
10	I have the best friend at work.
11	In the last six months, someone at work has talked to me about my progress.
12	This last year, I have had opportunities at work to learn and grow.

A Career Strategy for the 1st Year

- In-Service Training
- Communication Skills
- Be Your Own PR Machine



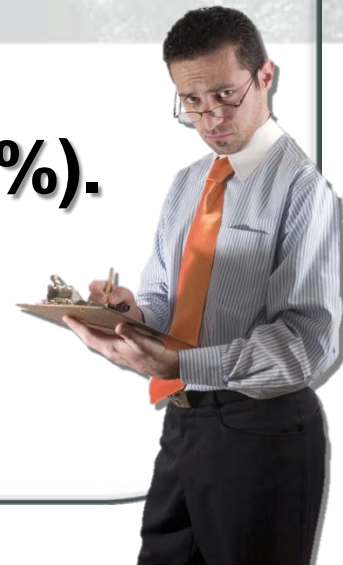
Characteristics that Lead to Promotion

- **Taking initiative**
- **Self-management**
- **Personal attributes**
- **Commitment**
- **Leadership**
- **Show and tell**
- **Technical competencies**



Characteristics that Lead to Getting Fired

- **Lack of work ethic/commitment (52%)**
- **Unethical behavior (46%)**
- **Failure to follow instructions (41%).**
- **Ineffective team member (41%).**
- **Failure to take initiative (26%).**
- **Missing assignments/deadlines (33%).**
- **Unable to communicate effectively (32%).**



Practical Suggestions Regarding Quitting

- **Give at least two-week notice**
- **Write a resignation letter**
- **Finish outstanding projects & leave directions for completing the others**
- **Offer to help fill the position**
- **Know what severance benefits you have**
- **Don't criticize your former employer**
- **Stay in contact w/ your former boss & colleagues**
- **Say thank you to former associates in writing**
- **Honor confidentiality agreements**



From Career Planning to Career Management

- Finding mentors
- Seeking excellence in job performance
- Ethical behavior at work
- Challenging your personal status quo
- Finding work/family balance



A CIP Perspective

- Self-knowledge provides the criteria for evaluating job satisfaction
- Expand option knowledge of the industry, the organization, and your job
- Use the CASVE Cycle to solve job-related problems and make strategic career decisions
- Use positive metacognitions to think of yourself as the active designer and actor in your life/career