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 work as a new professional
- Personal life after college
- Career strategy for the first year
- Moving up or out
- CIP perspective for your new job
Getting a Good Start in the New Job

Employer survey—what college students should do to secure a position & launch their career

**Focus on 3 areas:**

1. **Basic skills**—writing, communication, preparing reports, summarizing ideas
2. **Professionalism & maturity**—realistic salary expectations, acting professionally, time management, accepting feedback
3. **Interpersonal skills**—conduct a conversation, establish rapport, teamwork
College and Work Compared

• What are some differences?
• See text Table 15.1
• Differences in Boss vs. Professor?
• How does learning process vary in job vs. college settings?

What areas might be a challenge for you in your first professional job??
Adjusting to Professional Work

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

Areas of Adjustment:

• Job Culture
• Personal Life after Graduation
• 1st year Financial Management
Job Culture

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

- Pay attention to subtle cues about quality of your work
- Read your job description carefully
- Ask supervisor and trusted coworkers for feedback
- Read organization’s personnel policies and department specific manuals
- Realize that evaluations are made in context of social relationships
Personal Life After College

- Finding social relationships in a new community
- Having work-life balance
- Attending to lifestyle, health, stress, and other issues
- What are some resources that can be helpful in making this adjustment?
First-Year Financial Management

- Living arrangements—costs of moving to a new place and acquiring what you need to live comfortably
- Wardrobe development—purchasing clothing appropriate to the new workplace
- Transportation
- Food—how will a new professional job affect your eating habits?
- Loans, credit, and savings—managing student and credit card debt
Career Strategy for the First Year

- In-service training
- Communication skills
- Be your own PR machine—what are some ways to do this?
Moving Up or Out

• Getting **promoted**—what are factors that contribute to this?

• Getting **fired**—what workplace behaviors might result in persons losing their job?

• Quitting:
  • Making the decision to leave—how to handle this with the boss or supervisor
  • Suggestions to make the process go more smoothly
From Career Planning to Career Management

- How are these two things different?
- Role of mentors
- Taking advantage of organizational career development programs
- Quarter-life stage—what does this mean?
CIP Perspective for Your New Job

- **Self-knowledge**—provides criteria for evaluating job satisfaction, whether your values are being met, opportunities to advance job skills
- Expand **option knowledge**—specific occupations & positions, organizational culture
- Use **CASVE Cycle** to solve job-related problems and make strategic career decisions
- **Executive processing**
  - Impact of thoughts on adjusting to a new professional job
  - Being an active designer and creator of your career within the positions you occupy