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

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

- Be a 24/7 Learner
- Be Positive yet Humble
- Take Initiative
- Act w/ Integrity
- Shelve Technology for People
The On-Boarding Program

5-year turnover rate for new-graduate hires has been consistently about 20-23%, but 1\textsuperscript{st} 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
<table>
<thead>
<tr>
<th>Number</th>
<th>Description of Characteristic</th>
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<tbody>
<tr>
<td>1</td>
<td>I know what is expected of me at work.</td>
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<tr>
<td>2</td>
<td>I have the materials and equipment I need to do my work right.</td>
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<td>3</td>
<td>At work, I have the opportunity to do what I do best every day.</td>
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<td>4</td>
<td>In the last seven days, I have received recognition or praise for doing good work.</td>
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<td>5</td>
<td>My supervisor, or someone at work, seems to care about me as a person.</td>
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<tr>
<td>6</td>
<td>There is someone at work who encourages my development.</td>
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<tr>
<td>7</td>
<td>At work, my opinions seem to count.</td>
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<tr>
<td>8</td>
<td>The mission or purpose of my organization makes me feel my job is important.</td>
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<tr>
<td>9</td>
<td>My associates or fellow employees are committed to doing quality work.</td>
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<tr>
<td>10</td>
<td>I have the best friend at work.</td>
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<tr>
<td>11</td>
<td>In the last six months, someone at work has talked to me about my progress.</td>
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<tr>
<td>12</td>
<td>This last year, I have had opportunities at work to learn and grow.</td>
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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