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
• Career planning to career management
• 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, engaging in 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
Areas of Adjustment:

- Harassment in the workplace
- Job culture
- Personal life after college
- 1st year financial management
Harassment in the Workplace

• Types of harassment
• Distinguishing between a bad boss or work environment vs. a legal claim for harassment
• Understand employer complaint procedures
• Use state and federal resources
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, acquiring what you need to live comfortably
• **Wardrobe development**—purchasing clothes appropriate to new workplace
• **Transportation**—being cautious about expenses in this area
• **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—its importance to employers and employees

• 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 boss or supervisor
  • Suggestions to make the process go more smoothly
From Career Planning to Career Management

• How are these two things different?
• Taking advantage of organizational career development programs
• Role of mentors
• Quarter-life stage—what does this mean?
Self-Knowledge -- provides criteria for evaluating job satisfaction, whether your values are being met, opportunities to advance job skills

Option Knowledge -- expand knowledge about specific occupations & positions, organizational culture

Decision Making -- using the CASVE cycle to solve job-related problems and make strategic career decisions

Executive Processing -- Importance of thinking strategically and not allowing negative thinking to impact your views of opportunities; being an active designer of your career within the positions you occupy