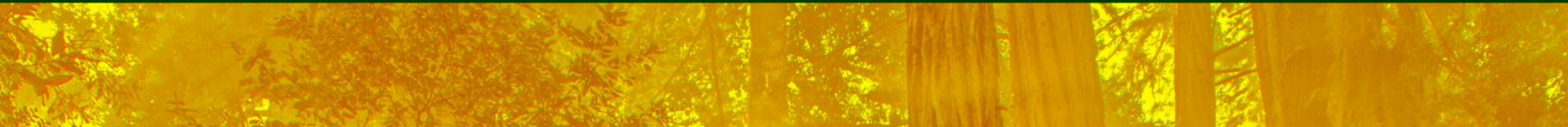


# Chapter 15

## 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

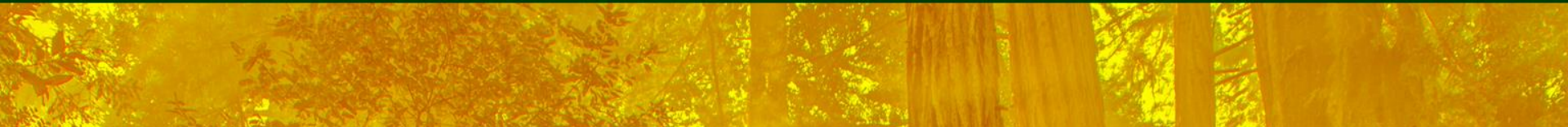


# Getting a Good Start in the New Job

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

## **Focus on 3 areas:**

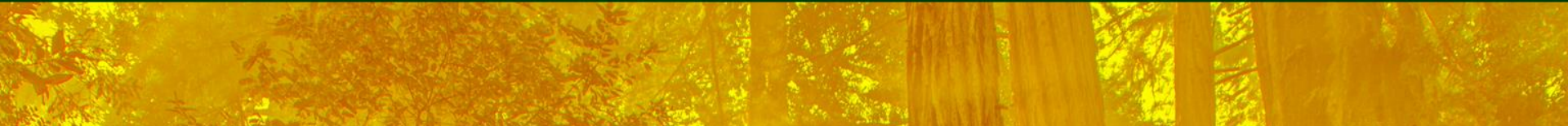
1. **Basic skills**--writing, communication, preparing reports, summarizing ideas
2. **Professionalism & maturity**--realistic salary expectations, acting professionally, time management, accepting feedback
3. **Interpersonal skills**--conduct a conversation, establish rapport, engaging in teamwork



# 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?



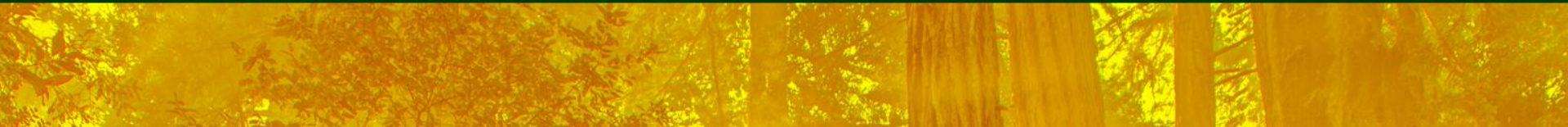
# Adjusting to Professional Work

## Orientation

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

## Assimilation Period

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

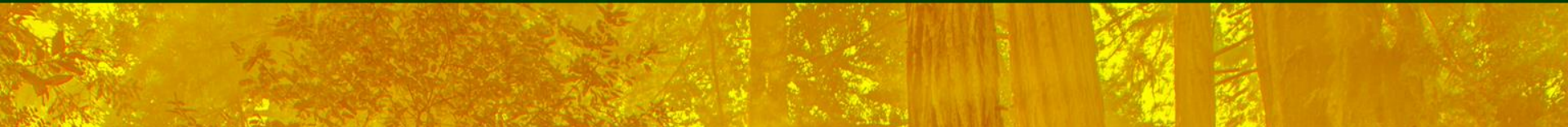




# Adjusting as a New Professional

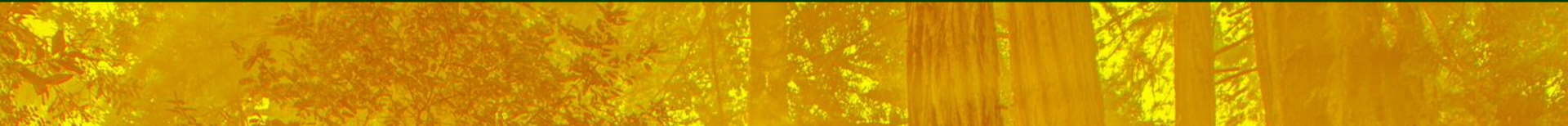
## **Areas of Adjustment:**

- Harassment in the workplace
- Job culture
- Personal life after college
- 1<sup>st</sup> 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

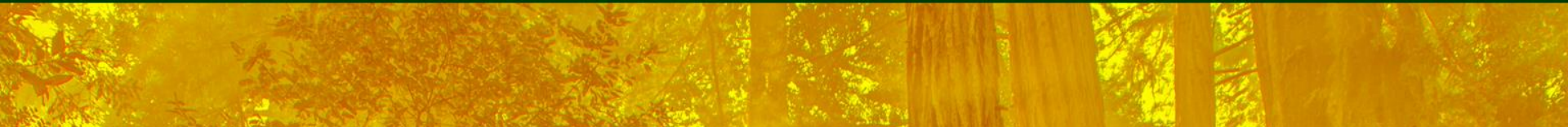




# Minimizing Surprises in Your Evaluations



- 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

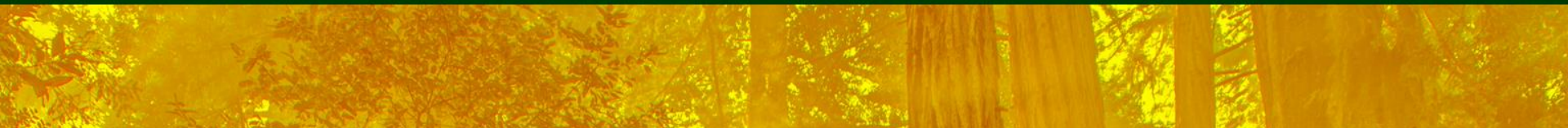
- Finding social relationships in a new community
- Having work-life balance
- Attending to lifestyle, health, stress, and other issues



What are some resources that can be helpful in making this adjustment?

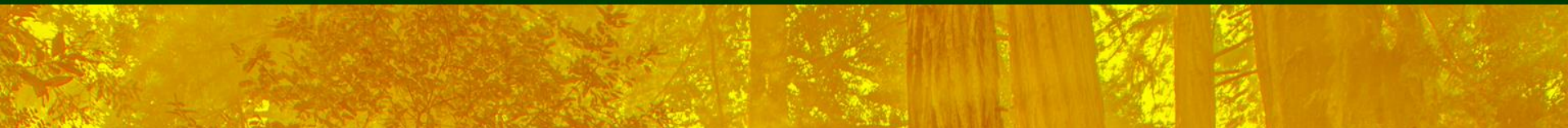
# First-Year Financial Management

- 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



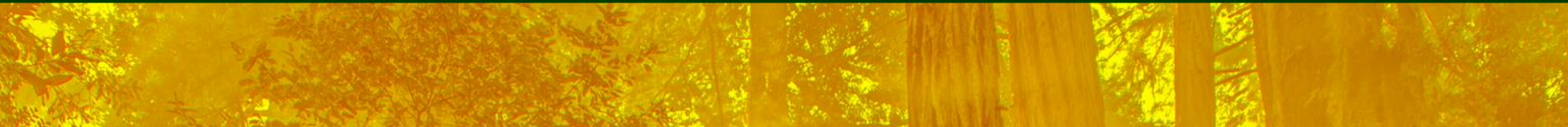
# Career Strategy for the First Year

- 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

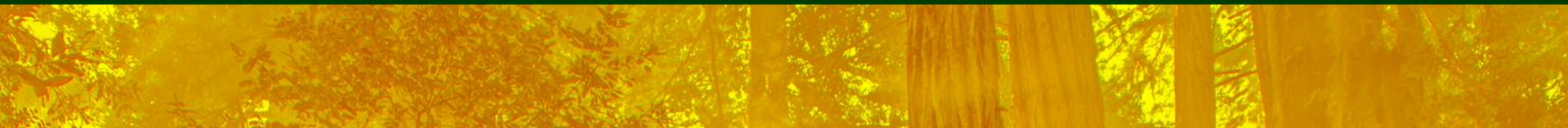
- Getting **promoted**—what are factors that contribute to this?
- Getting **fired**—what workplace behaviors might result in persons losing their job?
- **Quitting:**
  - Making the decision to leave—how to handle this with boss or supervisor
  - Suggestions to make the process go more smoothly





# 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?



# 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

**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

