

Succeeding in a New Job

You did it! You successfully navigated through the grueling stages of personal branding, polishing your resume, practicing your interview techniques, and wowing the committee into hiring you after days of salary negotiations. Unfortunately, the hard work has just begun, so do not get complacent!

For the next 30-180 days you are going to have to prove to your employer that they hired the right person for the job. Here are six simple tips to ensure a smooth transition:

1. Be prompt! If you are running late, call and let your superior know. Being late is often construed as being irresponsible or lazy and is a bad first (and often lasting) impression.
2. Smile and proactively introduce yourself to all employees, members, and department heads. Do not hide behind the counter or wait for others to introduce you. Having a presence is an important and sought-after soft skill!
3. Spend time observing and learning about the club's culture, stakeholders, employees, and systems. Do not get caught up in "office gossip".
4. Communicate regularly with your boss. Immediately set up a meeting to discuss expectations, priorities, and performance standards. Ask to meet monthly for the initial six months to solidify your relationship and ensure you are exceeding goals.
5. Carry a small notebook and make to-do lists so no detail is left unturned
6. Document SOAR stories! Use these during your initial performance review to show your VALUE to your employer!