GETTING ACCLIMATED TO THE WORLD OF WORK
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Do These Things

- be among the best dressed at work
- be courteous & friendly to as many people as possible
- take advantage of opportunities for special training or volunteer for work assignments
- get to know & develop good working relationships with outside contacts, customers, suppliers, or even workers in complementary fields
- if appropriate, participate actively in relevant professional & trade shows
- learn as much as possible about your job & the organization by studying manuals, internal documents, & books on the subject
- become a team player – particularly as you are promoted within the office
- try to learn what your boss thinks are the most important parts of your job & concentrate on doing them well
- learn what rules are important & will be enforced
- see if you may find a mentor in the company
- take on your share of the most unwelcomed tasks
- make friends with criticism – view it as information that can help you grow
- cooperate & share knowledge – figure out how others affect your job so as to be able to resolve things together
- be flexible, not rigid when something new is proposed

Don’t Do These Things

- watch the clock, never arrive early or stay late, or return late from lunch if you want
- feel free to criticize those around you; let your criticisms be known to the widest possible audience
- limit your friendships to those nearest in age to you and/or only at your level in
- ignore any prohibitions about dating or other contacts with fellow employees
- blame others for your mistakes or for problems which have arisen
- make it clear that you are not going to spend your entire career with the organization
- complain publicly about your salary level & how unfavorably it compares to your real worth
- pass up opportunities to learn about new technologies
- leave important tasks unfinished because it is quitting time
- use company credit cards, products, cars, phones, computers & mail service for personal use
- let these words fall from your lips – “that’s not my job”

Adapted from Career Opportunities News

Tips for Success

- Learn the corporate culture
- Listen more & talk less: don’t get caught up in office gossip or jokes – don’t try to be a know-it-all
- Demonstrate that you are dependable, responsible, and a doer
- Make sure you meet all your deadlines
- Get back to people promptly and follow through
- Arrive early to all meetings – you’ll make a good impression & have time to mingle to get to know others
- Be courteous to everyone
  - Mind your manners
  - Don’t charge ahead too fast, too soon
Before You Arrive:

- Know when, where, and to whom to report on your first day of work.
- Unwind! – get some time to unwind between graduation and beginning your job- it will probably be your last vacation for awhile. Usually, you cannot take a vacation day until at least six months have passed in your new position.

On The Job: Welcome Aboard!

Things to complete:

- Fill out all necessary paperwork – understanding your benefits is crucial! Be proactive – research the terms to understand meaning, carefully read through your employee handbook, and develop a list of questions prior to new employee orientation.
- Learn institutional policies and procedures.
- Get an overview of work assignments and responsibilities.
- Meet the people in the work group and department – you may be continually called upon to engage in teamwork to complete a task or project. It is important that you cooperate, get along well, and develop relationships with all of your co-workers.
- Move into your “space”.

Things to begin doing:

- Learn how to do the basics of the job – remain focused on learning, listening, and be sure to ask questions when you have them.
- Get to know your supervisor – your supervisor is not like your college professor. Your supervisor will not have all the answers for you – he will ask you for the answers, may discourage arguments, may be vague as to how to complete tasks, and will often come up with last minute assignments, unclear priorities, and vague directions. Don’t expect a buddy relationship – he’s not supposed to become your best friend.
- Get to know your colleagues in the department.
- Demonstrate professional behavior – you’ll be expected, at times, to sacrifice personal plans to do the best job possible – if you want your career to advance. Willingness, flexibility, and cooperation count for a lot.

Adapted from JOBTRAK.com