

## **Effective Points to Surviving your first 30 days on the job**

**By: Glennie Fitzgerald Sewell**

*Career Services Graduate Assistant*

Surviving the first 30 days of a new job can be a harrowing experience, but still worth the perceived grief, heartache and trouble, for the actual rewards are great. Just remember that you are one hired out of the many who applied. You may not feel special, but you actually are. Now, what are the things you need to know in order to translate into the new world-of-work?

1. **Familiarize yourself with your new organization or company and job expectations:** Understand your contribution to the company by reading annual reports, getting an overview of company knowledge, so that you can take less than 30 seconds to sum-up your company when asked (and you *will* be asked).
2. **Remember to introduce yourself to your fellow colleagues,** as well as recall their names.
3. **Smile:** You never know when your smile is going bring light into somebody's day. You don't have to put on a front with your smile. Look for the positive in every situation.
4. **Try not to dress too differently from your fellow coworkers.** In the first few days, you want to dress a little on the conservative side. However, make sure you always keep the dress appropriate for the office.
5. **Be on time for the job:** Be sure your immediate supervisor is aware of any variations to your schedule or other difficulties that may arise.
6. **Communicate! Communicate! Communicate!** Keep cell phone numbers and let them have yours. Show that you do care about your job and your colleagues.
7. **Touch up the work area, make it reflect who you are, but keep it professional.** You can use a nameplate for your desk or a framed degree. A plant will certainly do, just keep it watered. You don't want to go overboard, though don't appear too Spartan.
8. **You will make mistakes:** Expect that this will happen. Simply own-up to your mistake, with assurances of doing a better job "next time."
9. **Make sure you know your duties from day-to-day.** Make sure you make use of any company training you get. Apply professional development lessons to your everyday work life.
10. **Make sure you have computer- use capabilities:** You needn't be a wiz at the computer, but know the applications you need to do your job. Try to "*stay ahead of the technology curve,*" as many companies request.
11. **Know what the informal and formal practices are at your company or organization:** Know whether to call your supervisor by his or her last name, or special title.
12. **Keep extra toiletries in your office, along with an extra change of office clothes:** You never know when you will have a spill or "accident," or some unexpected adventure. Always be ready. An extra toothbrush, mouthwash, a comb and hairbrush tucked into a cubby hole never hurt anyone.
13. **Be a "self-starter." Take the Initiative:** Think and plan.

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[http://www.wcu.edu/WebFiles/PDFs/careerservices\\_cj\\_may-07.pdf](http://www.wcu.edu/WebFiles/PDFs/careerservices_cj_may-07.pdf)

14. **Remember to navigate through the proper channels for communication:** Never inappropriately go over your immediate supervisor's head. Instead, build a relationship based on good, two-way communication and feedback.

15. **“Awareness, Honesty, Responsibility” -- be A Cooperative worker:** This has more to do with integrity, which consists of *awareness*, *honesty*, and *responsibility*,