



Finding Work

Surviving a New Job

Start Off on the Right Foot

Starting on a new job is both exciting and confusing. The exciting thing is that they hired you from many applicants. Being the new person at work can be confusing, but it is something everyone has experienced.

Develop Good Working Relationships

- Familiarize yourself with procedures of the firm and expectations of you on the job.
- Be prepared to introduce yourself to co-workers. Sometimes no one makes introductions.
- When you are introduced to workers around you, make an effort to remember their names. This builds good co-worker relationships.
- Look and listen. Observe both the formal and informal organization. Do people call the boss by his/her first name?
- Be sure you understand your job responsibilities. Ask questions if you are not sure. Do not be ashamed to admit that you don't totally understand

all tasks on the job or operation of equipment.

- Follow the rules. Be on time. Inform your supervisor if you need to arrive late or leave early. Do not let social life interfere with the job.
- Dress conservatively. The first few days, try not to dress differently from co-workers.
- Avoid coming on too strong. Proceed slowly. Do not be too smart too soon.
- Expect to make mistakes. Admit your errors. Do not blame others for mistakes. Learn from your mistakes.



- Be careful about becoming too friendly with a certain group. Develop a wait-and-see attitude.
- Realize that every job has some duties that are boring, annoying or seemingly pointless. Accept them as part of the job.
- Talk to your boss if something is bothering you instead of letting resentment show in your work.
- Avoid constant complaining about a situation.
- Be a self-starter. The person who gets ahead is one who thinks and plans. Initiative is important.
- Use proper channels for communication. Do not go over your supervisor's head.
- Give proper credit to co-workers.
- Be a "team worker." The way you interact with your co-workers can help determine whether you are a good "team worker." The traits of cooperation, loyalty, respect, courtesy and a sense of proportional share of the workload make for good team relationships.
- You may see things that need to be done. Ask your supervisor or co-workers if you can help with the work.

● Finish a task. You may have to leave one task for a while to do something else more important. But always come back and finish what you started.

Performance Evaluation

Every employer has an employee evaluation procedure. Evaluation provides an opportunity for you to build your strengths, recognize your deficiencies and make plans to correct weaknesses.

The evaluation procedure is not the same in all companies and is not done on a regular basis in some places. If you work for a small company, you may never receive a formal evaluation. In large companies with formal evaluation policies, your work may be reviewed periodically during your probationary period and less frequently after you become a permanent employee.

Regardless of the evaluation used in your company, it is important that you assess yourself and your role on the job. Do a self-evaluation occasionally to determine your strengths and weaknesses. Ask yourself these questions:

- What are my strong points?
- What are my weak points?
- Where do I want to be in the company in a year?

- Will there be opportunities for promotion after two or three years if I obtain proper skills?
- Is the job in line with my career goals? If not, what are my plans for reaching my goals?

Preparing for Promotion

As an ambitious employee, you will want to advance in your field of work. Planning for promotions and pay increases is vital. The following tips may help you prepare for advancement.

Be a careful, efficient worker.

Show a sense of responsibility and good judgment. This quality is absolutely necessary if you plan for a supervisor's position.

Be willing to perform extra duties when the workload requires it.

Show interest in the business or company.

Obtain more job training or education. Ask your boss or supervisor about the type of training you need for promotion.

Check with area technical colleges and nearby universities for available courses to further your education and training.

Your success will be determined by your own set of goals.

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