



YOUR FIRST 90 DAYS:

HOW TO KILL IT AT YOUR NEW JOB



You've landed a new job. Congratulations!

Now comes the hard part: setting yourself up for success from day one.

Your first days on the job give you an unparalleled opportunity to lay the groundwork for strong relationships, a manageable workflow, and a shining reputation. In this eBook, you'll learn:

- How to make a great first impression on bosses and co-workers
- What to do on day one – and what to avoid
- How to finish your first week strong
- Tips for creating a 30/60/90-day plan
- Relationship-building advice for long-term success



Making a Great First Impression

A poor first impression can be rehabilitated – but who has time for that? Here's how to create a positive first impression that will help your first 90 days focus on success, rather than rehab:

- **Dress for the job you want this job to become.** Clothing communicates before you even speak. Dress as the confident professional you want to be – and that you want others to perceive you as.
- **Stay observant.** How do your new co-workers dress? How do they interact with each other? How are their work spaces laid out and maintained? Who are the most successful people in the organization, and what can you learn from them?
- **Focus on your team.** Learn co-workers' and supervisors' names as quickly as you can. Simply remembering names goes a long way toward showing others you care about them and want to work with them.



Day One: A To-Do List

With first impressions behind you, here's what (else) to do on your first day on the job:

- **Listen more than you speak.** You'll learn far more on your first day by listening to others than by talking. You'll also start building a positive reputation – most people love to meet someone who really listens.
- **Look for non-work opportunities to socialize.** Happy hours and charity events can help you get to know your new team outside work, so look for upcoming chances to participate.
- **Enjoy your fresh start. Your old job is in the past, so let it stay there.** Instead, focus on learning the ropes at the new one. If you spot something your old workplace genuinely did better, make a note to mention it to your supervisor ... in a few weeks.



...And What NOT to Do on Day One

Your first day on the job is a fine line. You want to “read” as approachable, knowledgeable and willing – but entering a new workplace culture makes it easy to step on toes without realizing it.

To improve your chances of creating the right impression without crossing lines, keep these tips in mind:

- **Put your energy into your work.** Trying too hard to be enthusiastic or to “contribute” may get you branded a know-it-all. Instead, focus on doing the tasks given to you as best you can. Your work will speak for itself.
- **Meet and greet, but don’t get personal.** Stick to neutral questions to get to know your team. You’ll learn more personal details as you get to know one another, but jumping in too quickly can get you embroiled in office politics before you know the score.
- **Take a neutral approach.** If others try to feed you the office gossip, respond neutrally and try to excuse yourself as soon as you can. Otherwise, you may find yourself assigned a side in the rumor mill before you even know who’s involved.



To-Dos for Week One

With the first day under your belt, it's time to tackle the next four! Add these tasks to your to-do list for the first week:

- **Make additional introductions.** Introduce yourself to the people you didn't meet on your first day. Doing so will smooth the awkwardness and improve others' impression of you.
- **Q&A.** For the first few days, try to find the answers to questions on your own. Save any questions you can't answer yourself for a planned Q&A session with your new boss – showing that you tried taking initiative and thought about your questions before you asked them.
- **Manage your workload.** It's tempting to say "yes" to everything during your first week, but if you do, you're setting yourself up for stress and ultimate failure. A polite "no" combined with an offer to help in the future can help you retain your reputation as a team player.



Looking Ahead: Beginning Your 30/60/90-Day Plan

The first day and week are crucial to helping yourself fit in so you can focus on professional success. But success doesn't happen without a plan.

A 30/60/90-day plan includes specific, achievable goals for the first 30, 60 and 90 days on the job. Your plan can help ensure you make yourself indispensable – and a lack of one can leave you looking utterly mediocre.

Before you start setting goals:

- **Do a self-assessment.** Now that you have some idea what the job and work culture really demand, ask yourself some questions. What strengths and weaknesses do you bring to this new job? What types of challenges do you want to take on, and which problems do you want to avoid? How can you use your strengths and shore up your weaknesses to meet what's ahead?
- **Talk to your boss.** Once you've done a self-assessment, talk to your manager to learn more about the challenges and opportunities associated with your position and with the organization as a whole. Ask about the current business situation, how your role fits in and how your boss measures success. This meeting can help you build a strong working relationship with your supervisor, which is essential to meeting your goals.



Developing Your 30/60/90-Day Goals

Once you've done a self-assessment and talked to your supervisor, it's time to start setting the short-term goals that form your 30, 60 and 90-day plans. When setting goals:

- Keep them SMART: Specific, Measurable, Achievable, Realistic and Time-specific.
- Choose goals that provide regular direction for your work. The best goals tell you where to focus your energy every day.
- Add metrics, so you can demonstrate your immediate success at your new job. Keep track of these metrics so you can show them off during your performance reviews.
- Build goals on one another so you're creating a continuous upward trajectory.



It's Who You Know: Relationships for Long-Term Success

Your first few days on the job are all about building relationships so you can “settle in” to your new workplace’s culture and get help when you need it. To build a career, however, you’ll need to build relationships for long-term success as well. Here’s how.

- **Offer to help.** Offering to assist co-workers – and then doing the work well – is one of the best ways to build long-term positive regard. You create a reputation of someone who is dependable, caring and has the best interests of the team in mind.
- **Keep listening.** Everyone loves a listener. Aim to listen 10 to 20 percent more than you talk. Not only will you build goodwill, you’ll gather information that can prove invaluable in any number of situations.
- **Talk to your boss periodically.** Regular communication with your supervisor can help you prioritize tasks, avoid errors, stay in touch with the “big picture” and make sure the higher-ups know about your best work.
- **Stay in touch with your professional network.** Once or twice a month, connect with someone in your professional network. Don’t forget to include your recruiter!