

GET VALUE FOR MONEY IN YOUR FIRST FEW WEEKS OF YOUR NEW JOB

During the first few weeks in a new job, think about your work as a career partnership between yourself and your employer. The secret is to get the right balance between what each of you can supply and what each of you demands. That gives a win-win situation for both partners.

To discover if you're getting a win-win, review your performance in one month's time and



IS IT A WIN-WIN FOR ME?

1. Have I managed to get an 'early win' – a small piece of work that is enabling me to use the skills I'm good at and love using?
2. What bits of my new role do I enjoy most and how can I negotiate or volunteer to do more of them?
3. Which people can I learn most from and how can I spend more time with them?
4. Does my employer share the same values as me? If not, what is this telling me about longer-term decisions?
5. What have I learned about making money, gaining recognition, developing employability skills and managing my performance in the first few weeks? How can I apply this learning in the future?

...and is it a win-win for my boss?

To get a true win/win career partnership you also need to step into the shoes of your employer and consider if they are getting what they need from you. Try answering the following questions from their point of view:

- What contribution is X making to our business and priorities?
- What do they know about the six main components of our business?

DEVELOPING STRATEGICALLY

GENERATING BUSINESS

CONTRIBUTION TO THE WIDER COMMUNITY

VALUING PEOPLE

MAXIMISING RESOURCES

CREATING PRODUCTS AND SERVICES

- What have they shown and done to prove that they understand our financial pressures?
- Do they understand the strengths/weaknesses/opportunities and threats to our business?
- How far have they integrated into our team and made a positive impression?



JOB SHOPPING



GET SHOPPING!

A group of recent graduates provided some valuable feedback on how to make the most of your first job opportunity.

Their ideas can help you in your initial weeks so try to adopt the ten habits below and use them daily. Put a tick against all those you think you can realistically use (for future reference).

- Be yourself. Be confident in your own skills – don't be afraid to offer your views in a constructive way.
- Talk to people. Tell them you're new and don't know where people are located etc. They will be friendly and helpful.
- Always show willing even for tasks you might not usually undertake. Offer to do things if you are not busy.
- Listen to any advice and guidance offered – as a newcomer you may not even know the basic stuff.
- Don't be afraid to ask. Staff may assume you know or forget to explain what is routine to them.
- Take plenty of notes for reference. This is vital as you will have lots of new things/procedures/people to remember.
- Plan the route to work the week before and if possible try a practice run to time the journey and spot possible problems. Being late your first day/week can make a lasting bad impression.
- Don't panic. Even if at first things seem different and not as you expected, they're bound to improve.
- Whilst everything will be new at first, try not to feel overwhelmed by the amount of work to do. It will soon become second nature.
- Welcome and encourage constructive feedback.
- Keep thinking ahead. Don't just focus on today but look six/ twelve months ahead – what will you be doing then?