

New Job? Get Off to a Good Start

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New Employee? New Job? Get Off to a Good Start

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As the job market improves, more companies have started to hire. Because of this, many people may decide to try to find career success by changing jobs. A new employee in this market needs the ability to assimilate quickly and successfully into a new job. The first month of any new job is a unique window of opportunity for a new employee, one that can make the difference between long-term success and failure.

During the early days of your new career, you have a chance to meet people and learn about your company to help you get off to a good start. These opportunities may not be available once the "new guy" status wears off. Every door is open, and every question is accepted. After that first month, you'll be expected to know who is who and what you're supposed to do.

As with any opportunity or occasion, there are certain people who do well in the initial period, those who assimilate immediately into their new job. These people can walk into a room and quickly strike up conversations, make connections and become part of the "in group." Others may struggle to integrate, feel like an outsider and maybe even look uncomfortable. The key to career success is learning to overcome any difficulties you may have with assimilating to a new job.

Lisa Quast, a Forbes contributor, found the key to new job success is for a new employee to remember the acronym, "STUDY":

- **S** = Survey your surroundings.
- **T** = Take the time to analyze and learn the most important things; this includes the company's and your department's strategic plan, goals and objectives, structure, processes, current projects and your role and key responsibilities.
- **U** = Understand the people situation: Who are the key resources? Who's doing what? Why are they doing it? Be sure to introduce yourself to each person in the department individually to make a personal connection.
- **D** = Do not make hasty decisions. Being new means you will not yet understand the current situation, facts or internal politics – this is not a good time to make hasty decisions.
- **Y** = Yes you can! No matter how overwhelmed you feel in your new position (feel like you're drinking from a fire hose?), just take a deep breath, remain calm, stay focused and prioritize, prioritize, prioritize.



Pay careful attention to the D=Do not make hasty decisions. Be friendly toward everyone but be careful with early alliances and on-the-job clicks. Your new best friend may be a pot stirrer or on the way out. Take time and keep relationships neutral until you really understand motivations and personalities in the workplace.

By using the first months as a new employee to your advantage, you're setting yourself up for future success and career advancement. A new employee who is most successful in their career isn't afraid to start a new job by being open, getting to know their colleagues and listening to what new co-workers have to say about the ins and outs of the new job. Jump into your new opportunity with both feet and focus on creating productive work relationships. By assimilating quickly and proving yourself valuable from the get-go, you'll become a key part of the office team for the long run.

For more advice on any career related issues, check out our [blog](#). Or [contact us](#) today to get started on your search.

