

First Year on the Job Survival Tips

- 1. Learn everything you can about the company.**
Read those emails & annual reports sent from the corporate office. Figure out what the company does and how they do it.
- 2. Ask lots of questions.**
This world of work is new to you, don't be afraid to ask people what they do and how they do it.
- 3. Listen! Listen! Listen!**
Soak in as much information as possible during your first year on the job.
- 4. Get feedback.**
Ask your managers and co-workers for critiques or suggestions on your work performance.
- 5. Find a Mentor.**
Watch those who are successful in the company. Ask them for advice on work projects.
- 6. Dress conservatively.**
In the workplace, your clothing sets the image before you even speak. Dress along the same lines as others within the company. Better yet, dress for the position you WANT!
- 7. Volunteer for projects.**
You'll learn a lot by working on a variety of projects with different team members. Don't hold back because you're afraid of making mistakes.
- 8. Expect to work extra hours.**
At first, you'll lose a lot of time figuring out how to accomplish simple tasks.
- 9. Get to know the people you work with.**
Meet as many people as you can and learn their role in the company. You never know if you'll be working for them one day.
- 10. Be nice to everyone.**
Don't get wrapped up in office politics. Be friendly and do a good job. Administrators, mailroom staff and other co-workers can influence beyond what their titles indicate.

