

A SIMPLE TO FOLLOW 90-DAY PLAN TO KILL IT AT YOUR NEW JOB

Sincerely Ready





ARE YOU READY?



Starting a job is both exhilarating and scary. Navigating a new role, environment, and coworkers is a big stress. But this guide will make it easy to showcase your talents, and succeed at your new role.

Below you will find tips and tricks to plan for your first 90 days at any new job. Don't stress, just read this guide and get ready for that exciting next step in your career adventure.

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YOUR FIRST WEEK

The first week is all about navigating your new work environment and getting to know the key players. Within your first week you want to:

Introduce yourself non-stop. Ask your supervisor or a designee to introduce you around the office. While getting those introductions, inquire about the key players and staff you need to know. Make sure to take notes on where these people sit so you can pop over and start making great connections.

Seek out a work friend. Seemed to make a genuine connection with a coworker? Ask them out for lunch or coffee. Developing a work buddy early on means you could have a future work ally.

Ask questions. Don't be afraid to ask questions during your first week. It is not only expected but encouraged and shows initiative.

Think back to your interview. Was there something specific that came up as a pain point for you supervisor or the organization? Start working on a proposal for how you would address this issue.

Meet with you supervisor. Don't let the first week go by without having a goal setting meeting with your new boss. Ask questions like "What are your expectations for me within the first 30-days? Who can I meet with to learn more about my daily tasks? What procedures or policies should I familiarize myself with?"

YOUR FIRST 30-DAYS

After the excitement of your first week you can now start settling into your role. The first 30-days is really about trying to get some wins and show you understand your role. Focus on the following:

Get to know your team better. Make connections, ask questions, and make sure you know everyone's role and how it interacts with your work.

Identify early wins. The conversations with your boss will help you identify some early wins that will show how you can contribute to your team. And they will also get you brownie points with your new boss.

Meet with your supervisor to plan. Have consistent meetings with your supervisor in which you identify your goals for the 60- and 90-day check ins. Once you have a solid idea of your supervisors expectations, come up with a plan on how to reach these milestones.

YOUR FIRST 60-DAYS

Now that you have a few small wins under your belt let's dive deeper into asserting yourself and applying your skills at work. Focus on the following:

Provide feedback. Discuss the efficiency of company processes and procedures with your supervisor. Address any issues you noticed and suggest areas for improvement.

Continue developing strong work relationships. Keep in contact with coworkers, join them for lunch, and mingle. While chatting always be looking for ways you can help them out or join them on a cool project.

Get connected to other departments. Build relationships outside of your immediate team so you get an idea of how the whole organization functions. This will also help you identify who to contact for administrative inquiries or necessities to get your job done efficiently.

YOUR FIRST 90-DAYS

Now the fun really begins. The first 90-days is thrilling because you get your role, understand the organization, and connected with your supervisor. This is the time to set yourself up to succeed. Work on these items:

Set up a three month review. Get feedback from your supervisor on your performance thus far. Provide a status on your projects and achievements within the first 90 days. Use this time to also set forward goals. Ask your supervisor what milestones they want you to hit within the next three months and one year. Your goals should align with the organization's priorities, address big challenges, and utilize your assets to get the job done.

Help your supervisor. Now that you have a pretty good lay of the land, you know what is important to your boss. So help them achieve one of their goals. Offer to assist your supervisor on a project they have been wanting to get off the ground.

Set boundaries. Within the first months we all want to make a great impression. This might mean staying late, taking up extra work, or lending a hand to a coworker. This is great, but you also want to start setting some professional boundaries to enable you to work efficiently without burnout. Learn to say no, and set appropriate work hours.

Keep a detailed record of your accomplishments. You will want to share this with your supervisor throughout your time at the organization. This will also help you around performance review time.

Now that you have these gems...go out there and kill it at that new job!