

## Success On The Job

Transitioning from College to the “Real World”

Leaving college and beginning a job can be a difficult adjustment, but understanding and expecting the challenges can help you make a successful transition. It's important to realize that your new colleagues and bosses will be watching your performance, especially early on. Therefore, think about how you can add value to the workplace every day. **See the following tips on what to avoid and how to succeed at the workplace.**

### To Be Successful...

1. **Go above and beyond.** If you want to advance in a company and receive above- average performance reviews, go beyond what's expected. If you can give more to an assigned project and add value to the organization, do so.
2. **Make sure correspondence is professional.** Reread all emails at least twice when you receive them and when you're about to send them out. Don't write anything that would embarrass you if your boss happened to read it. (This goes for voice mails and instant messages as well.)
3. **Take on all assignments enthusiastically.** It's not unusual to think that early work assignments are very basic. However, it's important to take on the projects with enthusiasm and professionalism. A good attitude and successful product will show the boss that you're capable of completing basic projects and you'll soon get more complex ones.
4. **Timeliness.** Always arrive on time and do not leave early. Traffic and oversleeping are not good excuses.
5. **Professionalism at work events.** Work- related events are not the place to take advantage of free alcoholic beverages. Make sure to drink in moderation, if at all – no more than one drink per hour.
6. **Dress for success.** Observe how your coworkers dress to understand the culture of the office. Don't buy a lot of clothes until you are familiar with your office standard.

### More Tips for Success

- **Be flexible.** Expect and embrace changes to your position.
- **Get to know your boss.** Observe his/her personality and work style and tailor your interactions accordingly.
- **Clarify expectations.** Make sure you and your boss are on the same page.
- **Take initiative.** Ask for more work when you've completed a project and be proactive during downtime.
- **Don't make major changes.** Proceed slowly and carefully in a new work environment. Listen 80 percent of the time and talk 20 percent.
- **Keep a journal.** Update it regularly so you remember the tasks/projects that you've accomplished.

