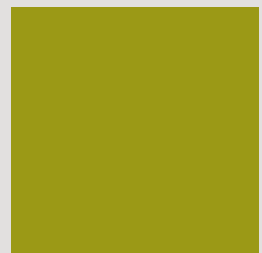
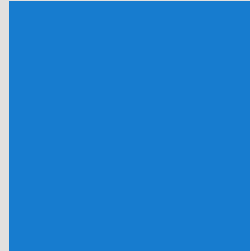
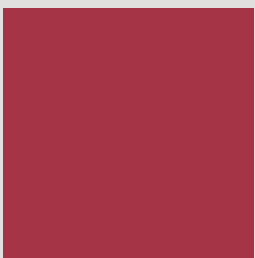


# College to Career Guide






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EASTERN CONNECTICUT STATE UNIVERSITY  
The Office of Career Success  
*A Division of Academic Affairs*

-  **Adjusting to Change**
-  **Starting Your New Job**
-  **Getting Acclimated**
-  **Success in the Workplace**
-  **Connect with Us**

# Adjusting to Change

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## Time Factors

- Setting a flexible work schedule may not be an option. Working a set schedule is likely to be your new normal.
- Those mid-day “naps” you used to take, also no longer part of your workday routine.
- You may receive little or no vacation time in your first 6-12 months on the job.
- A 40+ hour work week will impact your social/recreational time and may change your sleep habits too!

## Professionalism

- Second chances don't come often, if at all, at work. Be sure to make wise decisions; and if in doubt, always ask someone.
- Dependability, timeliness and initiative are all signs of professionalism. Being “fashionably late” for work will not be accepted.
- You aren't expected to have all the answers in your new job, so ask questions and learn from your mistakes.

## First Job

- Finding a job isn't easy; it's a time consuming and challenging process.
- Your first job may not be quite what you envisioned; you may have to complete a few tasks you'd prefer not to, but it comes with the job.
- Remember, your major doesn't have to dictate the type of job you choose.
- Focus on how your skills and experiences will allow you to contribute to your employer and the job.
- Today's statistics show that you will change CAREERS multiple times, not just jobs. Your “true calling” is out there!

## What College Didn't Prepare You For

- **Job Selection & Salary Negotiation:**
  - Getting more than one offer gives you the opportunity to choose the job best for you.
  - Most employers will be prepared for you to negotiate your salary--- so do your research.
    - Look at the salary range for your job in the geographic region it's in.
    - Have a sense of what you need to financially live comfortably.
    - Suggest a higher starting salary if you feel the offer is off target.
  - If the employer can't match your dollar requirement, you could ask for other benefits:
    - A flexible work schedule
    - A few more vacation days
    - Professional Development Funds (classes, conferences, workshops, etc.)
  - Know what is most important to you, and it will help you choose the right position.
- **Relocation and/or Where Will You Live:**
  - Will you be moving back home? Be sure to have a talk with your family to see what rules may apply to living back at home
  - Looking to get a place of your own? Will your monthly income cover all your expenses? Will you need to consider having a roommate?
  - Your new job will require you to relocate. Keep the cost of the move in mind. Ask the employer if they have any compensation for moving costs.
  - Moving away from family and friends may cause some angst; just remember, with today's technology it will be easy to stay in touch!
- **Finances:**
  - Who has been handling your finances for you? If your answer is someone other than you, learn how to develop a budget.
  - Start saving now for your retirement—it's never too early to start. Take advantage of retirement plans offered by your employer, especially if they have a matching program.
  - Have the money automatically deducted from your paycheck so you won't be tempted to use in for something else.
  - Your credit card(s) are NOT your best friend! Use them only for emergency purposes, or if you use them for day-to-day expenses, pay them in full every month. Bad credit debt is hard to escape.

# Starting Your New Job

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## Work Day

- Not all businesses adhere to the typical “9 to 5” workday. Make sure you understand your start and end times and if there is any opportunity to have flexibility in your schedule.
- A good piece of advice for those just starting out, don’t “punch the clock”. Start your work day a little early, and don’t be the first to leave.

## Dress Code

- Be sure to inquire what, if any, dress code the company has; business formal, business casual, casual.
- Buy some new pieces to add to your wardrobe that will allow you to meet the standard.
- Not sure what is standard? Ask the HR manager or your supervisor.

## Meetings

- Find out how office meetings flow. Do people arrive early and socialize or does everyone get right down to business.
- Ask a co-worker the typical protocol and go with the flow.

## Communication & Email

- Find out your supervisors preferred method of communication—in person, email, etc.
- Email may not be your preferred method of communication, but it will likely be a widely used form of communication at your place of work.
- Find out if you are expected to read and respond to emails promptly, as soon as possible, or by the close of business. If you aren’t sure, be sure to ask.

## DEI

- While the Eastern campus embraces diversity, equity, and inclusion, you may not always find this to be the case in the work environment.
- Even if you have found the "right fit" for you, not everyone you work with will be comfortable engaging in potentially controversial conversations (beliefs, opinions, political affiliations, etc.).
- If you experience anything that makes you feel uncomfortable, be sure to discuss it with your supervisor or a member of the Human Resources+ team.

## Orientation

- If you don't have the opportunity to participate in a new employee orientation at your place of work, find out if there is a new employee handbook you can review.
- The handbook may shed light on email etiquette, office etiquette and other general operational procedures.
- If you find yourself unsure about anything, policies, procedures, etc., always ask your supervisor or a member of the Human Resources+ department.

## Evaluation

- Many employers have structured evaluation procedures in place to assess employee performance.
- Evaluations may be used to determine continuing appointment or promotion opportunities.
- Evaluation timelines will vary based on employers. Some may assess every 6 months for the first year or more. Some may have annual or bi-annual evaluations.

+Human Resources or HR, also sometimes known as the hiring office. Every employer has someone on staff that is responsible for HR, if you were not advised who that person is, you can ask a colleague.

# Getting Acclimated

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## Ask Questions!

- You will have many questions as you start your new job, and this is to be expected.
- Keep a list of questions as they come to mind to discuss with your supervisor.
- Schedule a time to meet with your supervisor to go over your questions.

## Take Notes

- You have taken the time to develop your list of questions and ask them, be sure to take notes to refer back to.
- Take notes at meetings, even if someone else is taking minutes. You will have your own notes to refer back to.
- Anytime you are being taught a new procedure or process, take notes.
- Met a new colleague, write down their name and role so you don't forget.

## Be Social

- Remember to make a positive first impression—this includes being confident in introducing yourself to your co-workers.
- Try and meet as many people as you can in your first few days.
- If invited to participate in after work social activities, consider attending. Remain professional at these events but get to know your peers.

# Success in the Workplace

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## Work Ethic

- Arrive at work early and don't be the first to leave—it's never good to be known as a "clock watcher".
- Establish yourself as a dedicated, team player, show your willing to lend a hand when needed.
- Don't volunteer for everything! You run the risk of burn-out and becoming the one person everyone always turns to when then need something.

## Be a Good Teammate

- Be courteous and respectful of your peers and their ideas.
- Share credit and responsibility (e.g. don't "pass the buck")
- Compliment your peers and show appreciation for their work/effort.

## Find a Mentor

- Inquire if your company has a mentor program. If they do, ask to be assigned a mentor.
- No mentor program. Observe your co-workers and find someone you admire; ask if they would serve as your mentor.
- Meet with your mentor on a scheduled basis to discuss concerns, challenges and receive feedback on your work.



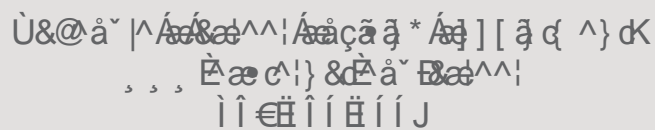
# How To Connect With Us

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