

Success in 30 Days

The first 30 days in a new position is critical to success.

You worked hard to get the job so you want to be certain you give it your best.

Follow this simple 30 day plan to rock your new role!



STUDENT EMPLOYMENT

WEEK ONE

- Understand your job and the expectations.
 - Get a copy of your job description; read it and ask questions if you need more clarification. Keep it at hand for easy reference.
 - Work with your supervisor to create a plan to learn all the duties of your job.
 - What are your work hours and location?
 - Get familiar with the environment: your work area, supervisors office, restrooms etc.
 - What is the process if you cannot make it to work or will be late? Who do you contact, how do you reach them, how far in advance do you need to contact them?
- Get to know your work team. Introduce yourself, note their name and their position.
- Know how to reach your supervisor. (email, in person, phone)
- Understand the department rules re: dress code, phone use, breaks etc.

WEEK TWO

- Learn how your job supports Western New England University and the impact your work has on other departments or positions.
- Observe those around you and ask for guidance when you need it.
- Continue training on your new responsibilities.

WEEK THREE

- Review your job description again to make sure you are trained on all your duties and are comfortable with your responsibilities.

WEEK FOUR

- Meet with your supervisor to talk about your performance and ask if there is any additional training you need.
- If you have ideas for improvements share them with your supervisor.

Be a good team member!

- *Follow through on your commitments*
 - *Be reliable and trustworthy*
 - *Support others*