

BRANDEIS UNIVERSITY

The Heller School

FOR SOCIAL POLICY AND MANAGEMENT

From Professional School to Organizational Professional: Maximizing the First Year at Work!

Tips, Strategies, Resources



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Graduate//Professional School

- Frequent, quick, and concrete Feedback
 - Structured curriculum and programs with lots of direction
- Few Significant Changes
- Frequent Breaks and Time Off
 - Personal control over time, classes, interest
- Intellectual Challenge
- Focus on Your Development and Growth
 - Create and explore growth
- Individual Efforts
 - “Right Answers”
- Independence of Ideas and Thinking
- Tolerance for change

Professional Work Environment

- Infrequent and Less Precise Feedback
 - Highly unstructured environment and task with few directions
- Frequent and Unexpected Changes
 - Structure and schedule
- Limited Time-Off
 - Directions and interest dictated by others
- Organizational and People Challenges
 - A-level work required all the time
- Focus on Getting Results for the Organization
 - Get Results with your knowledge
- Team Effort
 - Few “right” answers
- Does it the Company’s Way
- Lots of initiatives required

- Networking is critically important to your career success
- Always update your resume and keep it current.
- Be flexible in your early career search (location, role, title)
- Practice communicating your dynamism
- Rejection is part of this game

- Salary
- Managing offers/potential offers
- Decision time

- **The Power of Being New**
 - Allows for a small window to get things that are normally not granted
 - Error is seen as learning and often excused
 - You can set the tone for relationships
 - Experimentation is good at this point
- **Meet with Everyone You Can**
 - Relationships in organizations is how you get things done
 - Understand how your work and role interacts with others
 - Demonstrate that you are someone to learn more about; be interesting
 - Get as broad of a picture as possible on the organization and its challenges
- **Get Some Wins**
 - Pick initiatives that just requires minor tweaks for success
 - Plan to engage one key initiative to show that you have the chops
- **Stay Neutral On Politically-Charged Issues Until You Put Your Time In**
 - Act in Haste, Repent in Leisure
 - Stop, think, and then act, but don't react!

Employers are concerned with:

- Willingness and ability to perform the task for hire and learn new things
- Fit into the culture
- Learn the politics of the organization
- Building productive relationships
- Good Attitude
- Perform well on basic task
- Adaptability to change and ambiguity
- Work ethic
- Long-term perspective

- Income
- Experience
- New Skills
- Contacts and mentors
- Friendship
- Credentials
- Fun
- Future opportunities

Your Boss

- Always bring solutions — not problems — to your boss.
- Control Your Emotions
- Under-promise and over-deliver.
- Don't be friends with your boss.
- Pick your Battles
- Learn how they like to receive information
- Bosses don't like surprises
- Demonstrate consistency in work

Your Colleagues

- Demonstrate Respect (treat others as you want to be treated)
- Manage your emotions
- Overcome Your Fear of Confrontation and Conflict
 - It is okay to have difficult conversations
- Communicate Effectively
- Be team oriented and acknowledge colleagues contributions
- Be social and supportive

At the end of 6 months:

- You should have an idea about your fit in the organization
 - *How is my job security?*
- You should know how to be effective, where everything is and who to ask for the best solutions you can't provide yourself.

At the end of one year:

- Take your pulse
- You will change
- What do I need to get better?
- What is next?
- Repetition

- You are an outsider until you prove otherwise
- Admitting what you don't know is more important than showing what you do
- Build a track record and a reputation (a good one)
- Build strong relations through collaboration and teamwork
- Be resourceful and look for ways to add value beyond what is asked of you
- When work is done, ask for more
- Keep a positive attitude, avoid negative-talk about organization.
- Understand your boss, their agenda, and how to work with them
- Accept criticism and feedback well
- Master your task in your job

- **Indeed.com-** <https://www.indeed.com/career-advice/starting-new-job/new-job-guide>
- **Glassdoor.com-** <https://www.glassdoor.com/blog/guide/how-to-succeed-in-your-new-job/>
- **Business Insider-** <https://www.businessinsider.com/how-to-succeed-in-your-first-job-2017-9#3-focus-on-building-relationships-3>
- **Thebalancecareers.com-** <https://www.thebalancecareers.com/success-in-first-job-after-college-2059871>
- **HBR-** <https://online.hbs.edu/blog/post/6-things-to-avoid-if-you-want-to-succeed-in-a-new-job>