

GET THE JOB

Unwritten Rules for a New Job

You will learn a lot about your new position during the interview process and even more once you get hired.

However, the employee handbook can't disclose every piece of information you need to flourish and avoid stepping on your coworkers' toes.

Learn the unwritten rules that are applicable within most industries to impress your leaders and strive to be the best employee.

While it's a quality attribute to appear confident, it's essential to act in a way that doesn't reveal arrogance. Mainly when you get started in a new position, perform your job with a level of humbleness. Try to listen to your peers' ideas and be thoughtful before you offer your input to enhance their concepts. It can also be beneficial to network with your coworkers in a friendly and professional manner while getting to know one another.

IDENTIFY COMPANY LEADERS

When you're getting started, you will be introduced to your direct supervisor and usually, others who play significant roles within a company. Take the time to research the busi-



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ness and find out who your manager answers to. Research their professional social media outlets to become accustomed to their goals and outlook and prepare a basic conversation once you can meet one-on-one.

Of course, you should expect to earn your chance to meet with a leader. Don't waste the opportunity by

being unprepared for your turn to impress.

GO ABOVE AND BEYOND

Every employer and supervisor requires that employees perform to their expectations. You can make a significant impression by going beyond the minimum performance level to maintain the position. Look for opportunities to par-

ticipate in after-hours business activities or volunteering your time to help solve challenging obstacles.

BE ORGANIZED

Beginning a new job can be overwhelming as new information is received at a staggering pace. Improve your organizational skills and keep track of company protocols by

documenting essential lessons in a notebook or tablet. You should be prepared to jot down instructions regarding notable clientele, answers to questions you resolved and inquiries you plan to ask.

Even as you flourish throughout your career, it's beneficial to look back on the notes to remember lessons you may have forgotten.

SHOW GRATITUDE

Whether you're taking a position as a company leader or entry-level employee, showing gratitude for the opportunity is necessary. Saying "thank you" begins during the interview process but should also be implemented as your career progresses. In addition to showing appreciation one-on-one, take advantage of situations like team meetings to express praise in a group setting.

Another way you can gain trust from teammates is by sharing your appreciation with their superior through an email. Make sure to CC your coworker, so they get a sense of how they impressed you with their performance.

Provide a detailed description to their superior about what led you to highlight their helpfulness and hard work. An electronic document can lead to motivation for the employee to continue pursuing greatness and be used in the future when they are due for a review.

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HOT JOB PROFILE

RESIDENTIAL ADVISORS

Number of jobs in 2018: 115,800

Job outlook, 2018-28: 12% (much faster than average)

Employment change, 2018-28: 13,900

The role: Coordinate activities in resident facilities in secondary and college dormitories, group homes or similar establishments. Order supplies and determine need for maintenance, repairs and

furnishings. May maintain household records and assign rooms. May assist residents with problem solving or refer them to counseling resources.

Education required: High school diploma or equivalent.

The need: As a college education continues to be attainable to more and more people, the outlook for residential advisors will also increase.

Source: U.S. Bureau of Labor Statistics

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