

7 Tips For Young Professionals Starting A New Job

Jacquelyn Smith
Forbes Staff

Take a peek at this story in pictures ... <http://www.forbes.com/pictures/efkk45eijmh/relax-2/>

Be innovative.

From day one, confirm that you bring something new to the table. If this applies to your new position, be sure to offer your boss or colleagues ideas for how to enhance the product or company. Most young professionals in a new job take the back seat the first few days, but Haefner suggests jumping right in. “Be there to contribute, or to volunteer for a project when nobody else raises their hand.”

Separate your personal and professional lives.

Once you’re settled in, avoid making personal calls, sending personal emails or taking long lunch breaks. Show that you are dedicated to your new job and that you want to be there. If you have nothing to do, offer to take on another task or help a colleague who looks overloaded. Not only will you impress the boss, but the days will fly by.

Communicate.

Always be in touch and in tune. Speak up and ask questions, make suggestions and periodically check in with your boss. “Listening is just as important as speaking,” Haefner says. “Start a conversation with your boss to ask how you’re doing.”

Challenge yourself.

Just because you did some research before your interview doesn’t mean you know enough to be successful there. Haefner says it can take time to get to know the company itself, but it is important to do research, look back at old projects, and find out what has worked for the company or your team in the past. Once you’ve had the opportunity to become acquainted with your new workplace, evaluated the work environment, observed your fellow employees, and surveyed the office protocol, work flow and discourse, you should set goals for yourself. Getting through the first few days, weeks or months in a new job is tough, but remember to focus on what *you* want to get out of the experience.

* <http://www.forbes.com/sites/jacquelynsmith/2013/05/06/7-tips-for-young-professionals-starting-a-new-job>