



Information and Communications Technology Council / Conseil des technologies de l'information et des communications



Success in the Workplace Action Plan

Starting a new job is an exciting – and, sometimes, slightly daunting – experience. You want to start off on the right foot by building strong relationships with your manager and coworkers, getting acquainted with your new job and how things work at your company, and demonstrating to your employer that he or she made the right choice in hiring you.

Following is a checklist of suggestions and recommendations for actions and steps you should take at key intervals during the first year in your new job to set yourself up for success.

First Day

- ✓ If not already arranged, ask to be introduced to all of your immediate coworkers and confirm their role.
- ✓ During your orientation with HR and / or your manager, ask for any relevant documentation and to be directed to useful resources that will help you get to know the business and your team's role within it.

First Week

- ✓ When you meet with your manager, you will discuss your job responsibilities and tasks – if unclear about any aspect of your role, don't hesitate to ask for clarification or to have a copy of your responsibilities in writing as a reference.

- ✓ Ask about what your manager expects of you as a team member, how the team works together, communicates socializes, or any other aspects of the company culture you are unsure of. Use the questions in Working Effectively with your Manager and Team to help you.
- ✓ Ask who you should go to when you have questions or need some help – you may have an opportunity to pair up with or shadow one of your colleagues to get to know how to complete tasks.
- ✓ In collaboration with your manager, set goals for the first month and the first 90 days. Confirm how and when your performance will be assessed against these goals.
- ✓ Go for lunch with your coworkers, or invite each of them for coffee – remember that important communications can happen at such informal meetings.

First Month

- ✓ Be sure to take part and share your thoughts and opinions at team meetings – remember that during brainstorming sessions in a Canadian workplace it is perfectly acceptable for everyone present to offer points to add to the discussion – this also provides an opportunity for you to start to demonstrate your capabilities. However, don't try to fix or change things yet – you will have more authority to do this in a few months once you have become thoroughly familiar with the business and your role, and have established your credibility.
- ✓ During the first three months, listen, research, observe – get to understand the business, processes, and what everyone does.
- ✓ Take part in any social or other events that are organized by the company or your colleagues – this will offer a great opportunity to get to know colleagues on a personal level and meet others outside of your department.

Ongoing – Each Month /Quarter

- ✓ Ask for periodic meetings with your performance manager. At these one-on-one meetings, you may ask for feedback on your performance and any other issues that he/she may want you to address. Ask for tips on how to improve your performance and address any concerns they may have.
- ✓ Each quarter, take a few minutes to document your successes and achievements during the period, and progress made towards your goals – this will be useful during your annual performance review.

After the First 90 Days

- ✓ Ask your manager for a more comprehensive and formal review of your performance during the first three months – revisit your goals, and discuss opportunities for training and further learning to meet them.
- ✓ Begin to expand your network on a personal and professional level – look for opportunities to get to know colleagues from other departments, join cross-department committee and groups, volunteer for extracurricular activities – e.g. community activities or fundraising campaigns. Don't forget to use your elevator pitch!
- ✓ Join professional networks for your occupation and attend conferences.
- ✓ Once you are a permanent employee and have gotten to know all the basics, you can start offering suggestions and recommendations based on your accumulated experience.

Up to the First Year and Onwards

- ✓ Volunteer for assignments to work across departments or in another unit – this will expand your knowledge, increase your visibility and thereby improve your career prospects within the company.
- ✓ In advance of your annual performance review, start thinking about your goals for the next year – if you are interested in eventually advancing to leadership, gather some evidence to support this that you can share with your manager at performance review meetings – e.g. prior leadership experience.

Resources

See:

Understanding, Managing and Achieving Professional Objectives

Working Effectively with your Manager and Team

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