

THE FIRST YEAR ON THE JOB

1. Show up. Be on time and avoid absences.
2. Get the lay of the land—What are the objectives of your position and how does it fit into the mission of the company?
3. Everyone is important. Do not ignore support staff.
4. Workplace etiquette—Be aware of office politics. The person who has the power is not always who you think. What are the rules (spoken and unspoken) in regards to punctuality, phone usage, lunch hour, etc.? Get to know what is expected of you.
5. Communicate with your boss. What does he/she want? Get feedback. Don't wait for your formal review. Your number one objective is to make your boss look good.
6. Avoid non-contributors; work around them. Try to avoid those who have a negative attitude or who are seen as a non-player in the organization.
7. Network. Anyone can be important to your future. Don't assume networking stops once you get the job. It's just beginning!
8. Make yourself visible. Don't sit in your cubicle hoping that people will notice your good work.
9. Lifelong learning is important. The more you learn, the more valuable you become.
10. People skills are the most important key to success! The number one complaint among employers about staff is poor interpersonal skills.
11. Be a good team player.

BUSINESS CASUAL ATTIRE:

Basics: Wear black or khaki pants or skirts, neatly pressed, and a pressed long-sleeved button-down shirt. Polo shirts (also pressed) may be appropriate if the environment will be more casual or outdoors. Wear a leather belt and leather shoes. Athletic shoes are inappropriate.

Men: Ties are generally not necessary for business casual, but if in doubt, you can wear a tie. Facial hair, if worn, should be well-groomed. If you choose to wear jewelry, be conservative. Removing earrings is safest. Observe other men in your industry to see what is acceptable.

Women: Don't confuse club attire with business attire. Follow the same rules regarding skirt or pant length and fit as you would in interview attire. In addition to tailored shirts or blouses, tailored knit sweaters and sweater sets are appropriate business casual choices. For the most conservative look, toes should be covered; sandals which are neither extremely dressy nor extremely casual might be appropriate. Chunky heels and platforms are not appropriate. Hosiery is not essential for business casual, but can still be appropriate in certain situations.