



## **Piece Of Cake! Tips to Ease into Your New Job, Or Promotion**

Starting a new job, even if it's within the same company, can be extremely stressful. In addition to learning a new job and new responsibilities you also need to learn about the people you're working with. Each division and company has their own rituals and workplace environment which you now have to navigate in order to succeed. Here are a few tips to help you ease into your new job or promotion successfully.

1. **Be All Ears**

During the first couple of days it is helpful to listen more than you talk. Ask questions and then listen to the answers. A bit of subtle eavesdropping can be helpful too – inside information! In addition to scheduling time with your managers and supervisors, schedule time with your co-workers and the people you'll be managing. The more you can learn about your organization in the first few days, the easier the transition will be.

2. **Don't Make Drastic Changes Your First Day**

It's easy to come into a new position with a full head of steam.

You're excited about your new job and ready to make a difference. Great. Save that difference making for next week, or next month. Give your new team an opportunity to get to know you and vice versa. There may be reasons why things are done they way they are. The changes you want to make may not work for the company. Learn first, and then make the appropriate changes.

3. **Don't Change Yourself**

This is particularly true if you're moving up within the same company. Don't change how you behave with your new co-workers and certainly don't treat your old co-workers any differently. You never know when one of them could become your boss! Remember, you were given the promotion because of who you are right now. There's no need to change.

4. **Be Social**

It's tough to be the new kid on the block. Get out and meet your new co-workers. Invite them to lunch. These social outings are a great way to not only learn more about the company but to also start building relationships with your new team. You may want to identify the key influencers in your office and befriend them. That's often the fastest way to learn about the company and its employees.

5. **Identify Critical Challenges and Goals**

Your first few weeks are the best time for you to sit back, watch, and learn. However, this is also the time when you'll be recognizing the challenges the company faces and creating goals for you and your team. Identify the challenges and create a plan to overcome them. Depending on your position these may be long term plans or something that you can accomplish in your first sixty days. Don't forget to also celebrate your new job. You worked hard to get here. Enjoy your success and continue to work hard. - Heather Eagar, owner of ResumeLines.com and former professional resume writer. From Net-Temps