

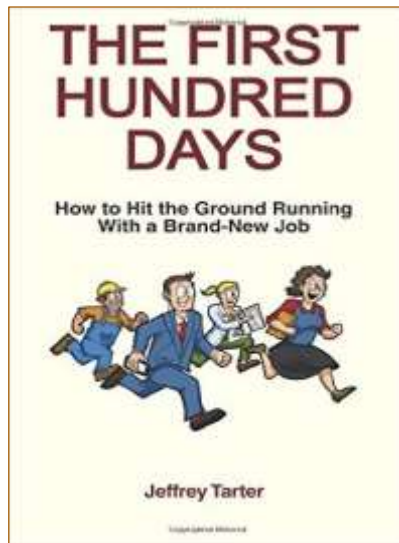
The First Hundred Days: How to Hit the Ground Running With a Brand-New Job

JEFFREY TARTER



Today's Speaker

Jeffrey Tarter is a veteran business writer and entrepreneur. In ***The First Hundred Days***, he takes a fresh look at strategies for becoming a star in a new job and in the early stages of your career.



The First Hundred Days

Available from Amazon.com

www.amazon.com/First-Hundred-Days-Running-Brand-New/dp/1519234430/

Paperback, \$8.50. Kindle, \$2.99.

Today's Agenda

- ✓ The New-Job Information Gap
- ✓ The Challenge of Invisibility
- ✓ Five Critical Forks in the Road
- ✓ #1: Your First Lunch with the Boss
- ✓ #2: Your First Assignment
- ✓ #3: Building Trust with Your Team
- ✓ #4: The Challenge of 'Bad Behavior'
- ✓ #5: The Mirror Test
- ✓ Q & A

Quick Poll #1

How far have you gone along your chosen career path?

- ☐ Still looking for my first career job
- ☐ Found a job, but I'm feeling overwhelmed by new challenges
- ☐ Doing okay in my career but would like to become a star
- ☐ Careers are for suckers. I plan to become a lone wolf

The New-Job Information Gap



“Ten thousand books on how to find a job, but hardly any advice on how to *keep* that job.”

What the Recruiters Don't Tell You

- ✓ **High turnover rates on entry-level jobs**, especially for desirable companies and careers paths.
- ✓ “It’s fairly rare to lose a job (or be perceived as a mediocre employee) because you lack **specific *technical* skills.**”
- ✓ **Critical success factors:** “Work ethic, relationship skills, personality, cultural fit, motivation, teamwork, etc.”

The Challenge of Invisibility



“As a brand-new employee, you’ll have zero reputation for anything.”

The First Hundred Days



“You’ll have about a hundred days to create your new reputation and a compelling track record.”

Five Critical Forks in the Road



“There are almost always **a few significant forks** in a career path that have an extraordinary impact on success or failure.” 9

#1: Your First Lunch with the Boss



“You should be just as prepared for this meeting as you were for your original job interview.”

10

What to Ask Your Boss

- ✓ **Expectations:** “Why does my job exist? What do you expect from our team?”
- ✓ **Metrics:** “How can I ace my first performance review?”
- ✓ **Red flag:** Your new boss can’t give you clear answers.

#2:Your First Assignment



“Knock the ball out of the park.”

What You Need to Demonstrate

- ✓ Enthusiasm!
- ✓ Attitude toward work
- ✓ Sense of responsibility
- ✓ Initiative
- ✓ Ability to meet deadlines
- ✓ Commitment to quality

#3: Building Trust With Your Team



“A team member first has to demonstrate basic reliability.”

14

Quick Poll #2

What was your most important role as a team member?

- ☐ **Just another body**—chorus member, assembly line worker
- ☐ **Key member with specialized task**—band business manager
- ☐ **Team leader**—team captain, publication editor-in-chief
- ☐ **I rarely took part** in any team activities

What 'Reliability' Means to a Team

- ✓ Contributes to *team* goals & results
- ✓ Coordinates tightly with others
- ✓ Respects deadlines
- ✓ Produces consistent, quality work
- ✓ Shares credit for good results
- ✓ Helps other team members

#4: The Challenge of ‘Bad Behavior’



“Pick the battles you can win.”

A Few Guidelines

- ✓ It doesn't matter if 'everyone' is doing it.
- ✓ Be sure you understand root causes.
- ✓ Recruit allies with true corporate power.
- ✓ Avoid personalities.
- ✓ Pick your battles carefully.

#5: The Mirror Test



“Apparently, happiness is unprofessional. Well, that’s nonsense.”

Quick Poll #3

Which ONE primary career goal is most important to you?

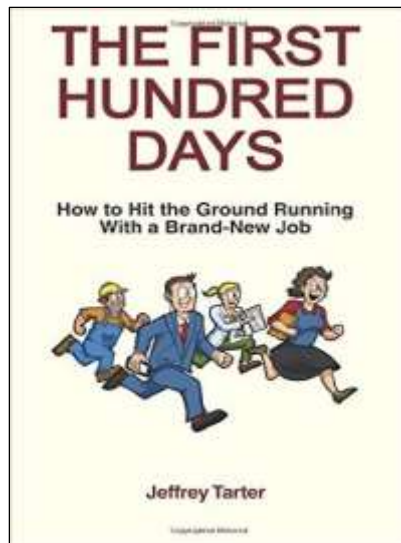
- ☐ **Financial success**—high income, secure retirement, steady pay
- ☐ **Human interaction**--teamwork, community, friends
- ☐ **Public visibility**--credentials, fast-track promotions

Q & A

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