

The First 90 Days

Strategies for Success

A presentation from the
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The Ohio State University Alumni Association
go.osu.edu/alumnicareermanagement



THE OHIO STATE UNIVERSITY

Your Career Management Team



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Career Management

- **Programs/Resources**
 - Web resources, job board, webinars, programs, career fairs, individual career advising (in-person and remotely). Visit: go.osu.edu/alumnicareermanagement for more info
- **Career Changes**
 - Launching
 - Transition
 - Underemployment
 - Unemployment
 - Encore Career
- **A Lifelong Process**
 - Assessment
 - Exploration/Research
 - Personal Branding
 - Networking/Job Search
 - Professional Development



Overview

First Impressions

The 30-60-90 Day Plan

Instilling Confidence

Assessing Yourself

Gaining Trust

Key Takeaways



Why are the first 90 days so important?

- Positive first impressions are critical to your success
- First impressions tend to stick— (difficult to change later on)
- 90 days is typically the time of a standard probationary period (first evaluation point)





Be Prepared!

Create a 30-60-90
day roadmap in
preparation of
your first day of
work.

- PLAN
- PREPARE
- PERFORM

Creating an effective 30-60-90 Plan

- Written outline of your strategy for approaching a new position
- Often crafted in advance of an interview, and can be a useful interview tool
- Key elements:
 - 1: 1-4 pages long, customized for this specific job
 - 2: Utilizes research on strategic initiatives for company/team
 - 3: Demonstrates that you know what job entails, and how you will perform the job

First Things First – Day One Advice

- Prepare an elevator pitch to introduce yourself
- Show up early, but enter the building on time
- Relax, smile – look/play the part
- Don't try too hard
- Listen and observe
- Project high energy
- Put your cell phone on silent
- Be available to your boss



The First 30 Days – Getting Started on the Right Foot

- Learn the business (and your position in it)
- Master the written and “unwritten” rules
- Meet with your manager – ask about which criteria you’ll be evaluated on
- Seek out a mentor
- Ask plenty of questions
- Connect with your network
- Perform beyond expectations



First Impressions Matter

First impressions last a lifetime – it's critical that you start out well with your team from the beginning.

Ways to make a good impression are:

1. – Build key relationships early
2. - Demonstrate your willingness and ability to listen and learn
3. - Be flexible and adaptable

Avoiding Mistakes and Instilling Confidence

- Take time to observe the office culture, and be sure your actions align with it
- Listen before speaking
- Only promise what you can deliver
- Ask for clarification on things you don't understand, using the proper channels

Case Study - Kym

Kym is a recent graduate, who is excited to start a new job with a major company. She wants to make a great impression on her new colleagues and plans to start immediately. Her first day she is asked to lunch by a group of women, and she accepts. They go to a local eatery and begin giving Kym a run down of who's who in the office, things to watch out for, etc. Kym is excited to be included by the women in her office, but is a bit wary of some of the things she is hearing from them about her boss.

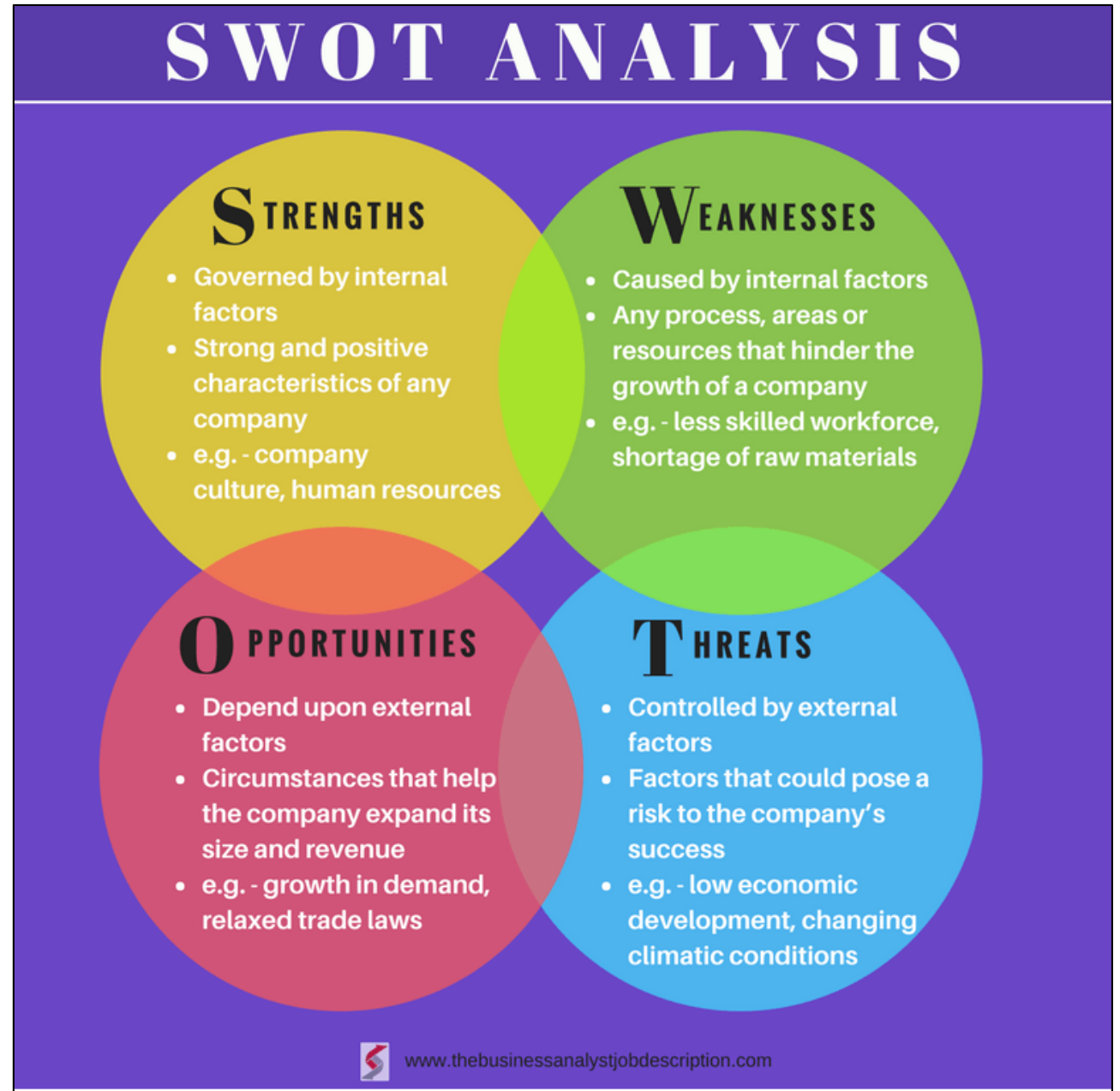
How should Kym handle this situation?

The First 60 Days – Going with the Flow

- Meet with your manager and get some feedback on how you're doing
- Invest in earning some “early wins” – what are some short, but important projects that you can work on?
- Review the efficiency of your department's processes and procedures
- Visit other departments and continue building relationships with colleagues
- Evaluate customer/client feedback
- Perform ALL of your responsibilities
- Continue to seek out new training/development opportunities

Assessing & Overcoming Vulnerabilities

1. – Making a list identifying your strengths and weaknesses
2. - Prioritize your job duties in order of importance rather than preferences
3. - Create a balance between the two, and then make yourself stick to that



Case Study: Brandon

Brandon has recently been hired with a marketing company. He is an experienced worker, and has several years of practice in the marketing field. His newest role as a marketing analyst requires a great deal of data analysis - he is responsible for building spreadsheets on information for the company, and then also for crafting presentations for delivering this data to his superiors. Brandon is great at doing presentations – however, he finds spreadsheets to be a complete bore.

What should Brandon do in this situation?

The First 90 Days – Ensuring Success

- Meet with your manager to get feedback ahead of formal evaluation
- Establish short and long term goals
- Use milestones to gauge the progress you've made and keep a record of your accomplishments
- Adopt/develop a lifelong learner mindset
- Solicit feedback on any new things you've introduced
- Join a business association, professional society or industry group to help manage your career development

Gaining Trust From Your Boss From the Start



- Be proactive – it is your responsibility to make the relationship work
- Make it a point to check-in often – ask how they prefer to be contacted
- Manage expectations and give status updates (even when you're having trouble)
- Do work that matters to them
- Tactfully bring up concerns or changes after your 90 days

Case Study: Lena

Lena is new on her job, and is having a bit of trouble adjusting. She is enthusiastic about her new position and wants to be a valuable contributor to the team. Her boss, however, does not seem to be as responsive as Lena is accustomed to. Emails seem to go unanswered for long periods of time, and her boss is frequently out of the office, so she has little opportunity to talk with her in person.

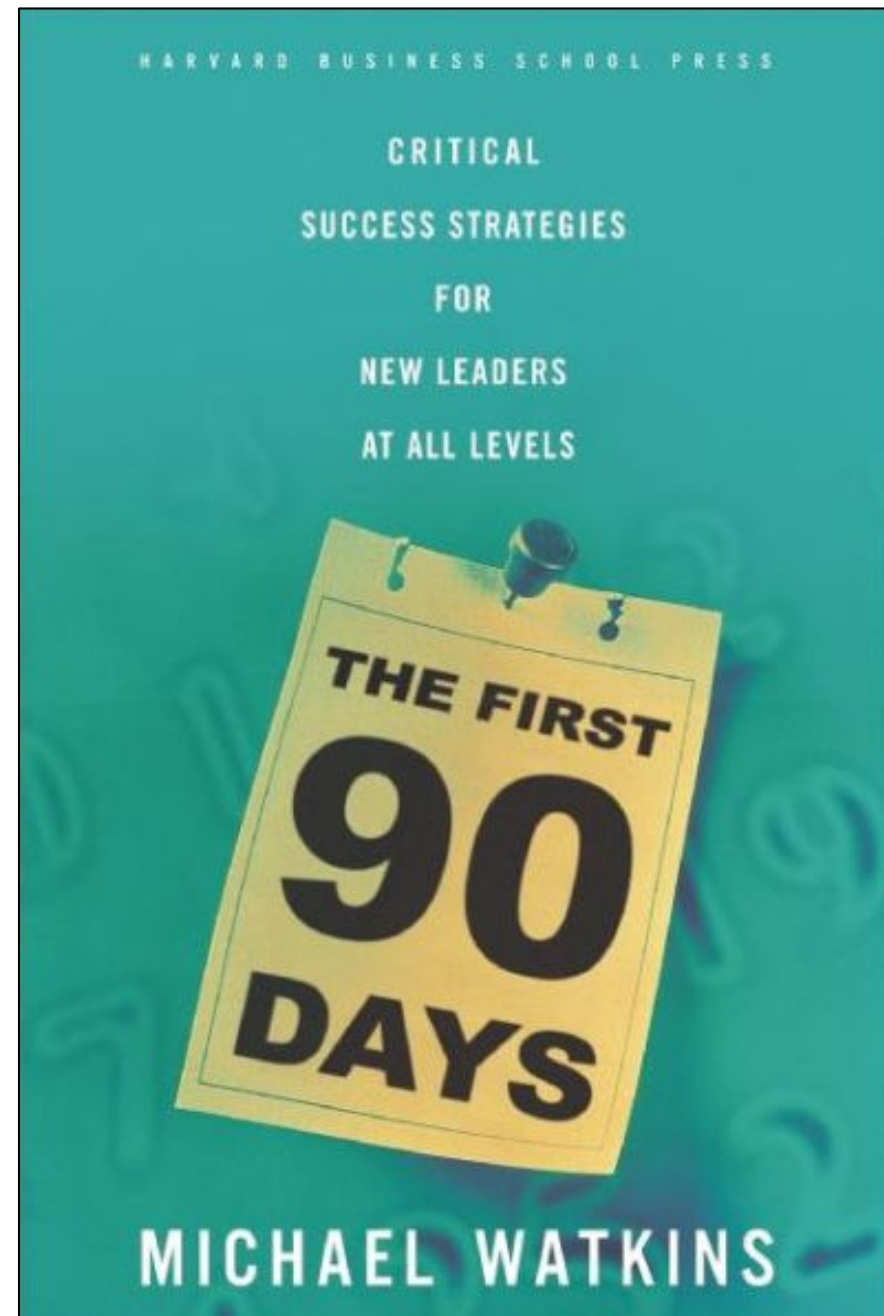
How should Lena handle this issue?

Take Aways

- First impressions are important (and sometimes unchangeable) – strive to make a strong positive impression from the beginning
- Create a 30-60-90 plan, and be intentional about the ways you execute it
- Listen, take direction, and learn the culture of the organization
- Look for ways that you can contribute in a meaningful way – invest in some “early wins” for your team
- Assess your strengths and weaknesses, and be sure to strike a balance in order to become a well-rounded employee
- Learn your boss’ communication style, and find out what he/she values – prioritize that in order to gain their trust and support

Resource – Further Reading

“In *The First 90 Days*, Michael D. Watkins, a noted expert on leadership transitions, offers proven strategies for moving successfully into a new role at any point in one's career. Concise and practical, *The First 90 Days* walks managers through every aspect of the transition, from mental preparation to forging the right alliances to securing critical early wins. Through vivid examples of successes and failures at all levels, Michael Watkins identifies the most common pitfalls new leaders encounter and provides tools and strategies for how to avoid them.”



Questions?



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go.osu.edu/alumnicareermanagement (office website)