

## **YOU'RE HIRED – NOW WHAT?**

Once you have accepted a new job offer, there are many details you must take care of.

### **ACTION ITEMS WITH YOUR NEW EMPLOYER**

- Put your acceptance in writing, restating the salary, benefits, start date, and any other details that were included as part of your salary package.
- Ask if there are tax papers or other paperwork they would like you to fill out prior to your first day.

### **ACTION ITEMS WITH PROSPECTIVE EMPLOYERS**

- You need to contact every company that took time to interview you
- Contact companies by telephone who did not hire you, as well as companies where you are pending, followed up with a written thank you
- Never burn bridges; you never know where your future will lead
- Inform these hiring authorities of the offer you accepted
- Request that all contacts remain in your professional network

### **ACTION ITEMS WITH YOUR PROFESSIONAL NETWORK**

- Contact every individual in your network and inform them of your new job
- Thank everyone for referrals they have made on your behalf, in writing
- Request that they remain in your professional network
- Provide them with your new contact information
- Update your information on your social media sites

### **ACTION ITEMS YOU SHOULD PERSONALLY COMPLETE**

- Conduct additional research on your new employer
- Conduct additional research about your new company
- Schedule all personal appointments before your first day of work
- Arrange for day care or other arrangements that must be made
- Have a Plan B for transportation to and from work
- Begin to wake up as if you were already working at the new company
- Inform family and friends you will not answer personal calls or email during working hours
- Inform connections on social media that you will not be posting during working hours
- Get your working wardrobe in order

Once you accept a job offer, you can now see all the other actions that must be completed in the period of time before your start date. This will help you make a great first impression while you are not experiencing any unnecessary stress due to a lack of follow up actions.