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# HOW TO SUCCEED IN YOUR FIRST WEEK/MONTH/YEAR OF A NEW JOB

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## DAY ZERO: BEST PRACTICES TO PREPARE TO START YOUR NEW JOB

### Critical Actions

1. Know your industry
2. Know your company and your co-workers
3. Prepare with a plan for your success
4. Continue to network

### Resources

1. [10 expert tips for starting a new job to ensure success](#)
2. [Simple ways to fight the new job jitters](#)

## FIRST 30 DAYS: BEST PRACTICES DURING THE FIRST 30 DAYS OF YOUR NEW JOB

### Critical Actions

1. Ensure access and establish identity
2. Get to know company culture and values
3. Meet with and shadow co-workers
4. Understand what success looks like: know how your success will be measured

### Resources

1. [The 10 things you should do in the first 30 days of a new job](#)
2. [How to introduce yourself to coworkers \(with 8 tips\)](#)  
Includes video on First Impressions: Make Strategic Connections Right Away and Asking Informed Questions (During the Onboarding experience)
3. [What is an informational interview? And how to make the most of it](#)

## FIRST 60-90 DAYS: BEST PRACTICES DURING THE FIRST 60-90 DAYS OF YOUR NEW JOB

### Critical Actions

1. Define what success looks like in your role in order to outline the trajectory of your career development
2. Identify key processes that need to be improved for efficiency and begin to develop a plan of action; consider conducting a gap analysis
3. Establish cadence with meeting stakeholders to define, prioritize and implement key projects

### Resources

1. [Career development plan: How to reduce barriers to career advancement](#)
2. [Conducting a gap analysis: A four-step template](#)
3. [What is an implementation plan? 6 steps to create one](#)

## 90-180 DAYS: KPI DRIVEN MILESTONES AND CHECKPOINTS; DELIVERABLES.

### Critical Actions

1. Continue to meet with and shadow co-workers
2. Request feedback on your deliverables and/or practices to date
3. Evaluate your priorities and progress towards goal(s)
4. Identify your development needs and partner with your manager to make a growth plan
5. Begin to explore and engage in culture events and programming to identify an affinity network

### Resources

1. [Become a pro at asking for feedback \(and receiving it\)](#)
2. [How to measure your progress effectively in 5 steps](#)
3. [How to write a professional development plan in 5 steps](#)
4. [How to build community at work \(and why it's important\)](#)

## MID-YEAR AND/OR ANNUAL REVIEW

### Critical Actions

1. Revisit/review your job description every 4-6 weeks
2. Create a wins worksheet to keep track of achievements and impact (big and small)
3. Gather and consolidate feedback from manager and peers (positive and constructive)
4. Ask questions about future expectations
5. Take the lead on forecasting learning resources and experiences and inquire about ways in which your company can support you with your development

### Resources

1. [Nine surefire ways to ace your annual performance review](#)
2. [What to say in a performance review](#)