

If you have secured a job...



- Email co-op advisor a copy of the offer letter
- Take care of any outstanding bills and any holds on your student account (advising, financial, immunization, etc.)
- Report your co-op (advisor sent you a link)
- Submit new hire paperwork to your company
 - Don't be surprised if you don't hear from them between now and a few weeks before you start
- You will attend a “send off” meeting the last day of PDS

Job Seekers

- Put your blinders on and keep applying
- Update your resume with any relevant classes, academic projects, work experience
- Register for Spring classes (just in case)
- Be honest with yourself
 - Are you applying?
 - How are your interviews going?

Transition to the Workplace

Professional Development Seminar



Why is it important to do well on the job?

- Live up to your interview
- Today's supervisor=Tomorrow's reference
- You may be asked on future interviews, "How would your previous manager describe your work?"
- You're not "just an intern/co-op"
 - Your performance and attitude impacts both your team and organization

Employer Feedback

Praise

- Critical thinking & problem solving
- Communication skills
- Idea generating
- Saving the company time/money
- Getting along well with the team
- Taking initiative

Growth Opportunity

- Ask for help
- Speak up in meetings & share ideas
- Do some research on your own before approaching a colleague with a problem
- **Show up on time!**

What are some goals you want to accomplish?

- This is actually an assignment while you are out!
 - Observe the software development lifecycle
 - Improve my public speaking skills
 - Learn agile methodology
 - Learn git
 - Improve my MATLAB skills
 - Understand how my team's work contributes to overall company success
 - See how the team organizes projects
 - Gain teamwork experience

EMPLOYER “DO’S”

- Behave like everyday is an interview (...because it is)
- Act like you want to be there
- Find out why you’re doing that task and how it fits into the broader company strategy
- **100% of the task = job; 110% of the task = praise**
- Ask questions (not expected to know everything)
- Summarize what you’ve been doing and determine what you’ll be doing next (95% don’t)



EMPLOYER “DON'TS”

- Show up late
- Spend time on social media/phone: **TIME = MONEY**
- Dress like a college student— look around
- Assume it's ok to leave early and/or take time off
- Keep a messy work area
- Hide in your cubicle



STUDENT ADVICE

- Be prepared for schedule adjustment
- Carry notebook/pen EVERYWHERE
 - You never know when info will come up (*acronyms, company lingo, questions*)
 - Remember people's names & their role
- Update LinkedIn while on-site
- Have everything ready for meetings with boss
- Don't be afraid to strike up conversations
- Ask for more work/volunteer to help with anything
- **Stay off your phone!**

BE PREPARED FOR INDEPENDENCE

- Recent study by MTV revealed: **80% of millennials expected regular feedback** from managers, with **75% wanting dedicated mentors** for their career.

REMEMBER:

- No constant “grading” in workplace
- Every manager is different, with their own style and approach
 - *Consider others you could go to for help/advice/etc.*

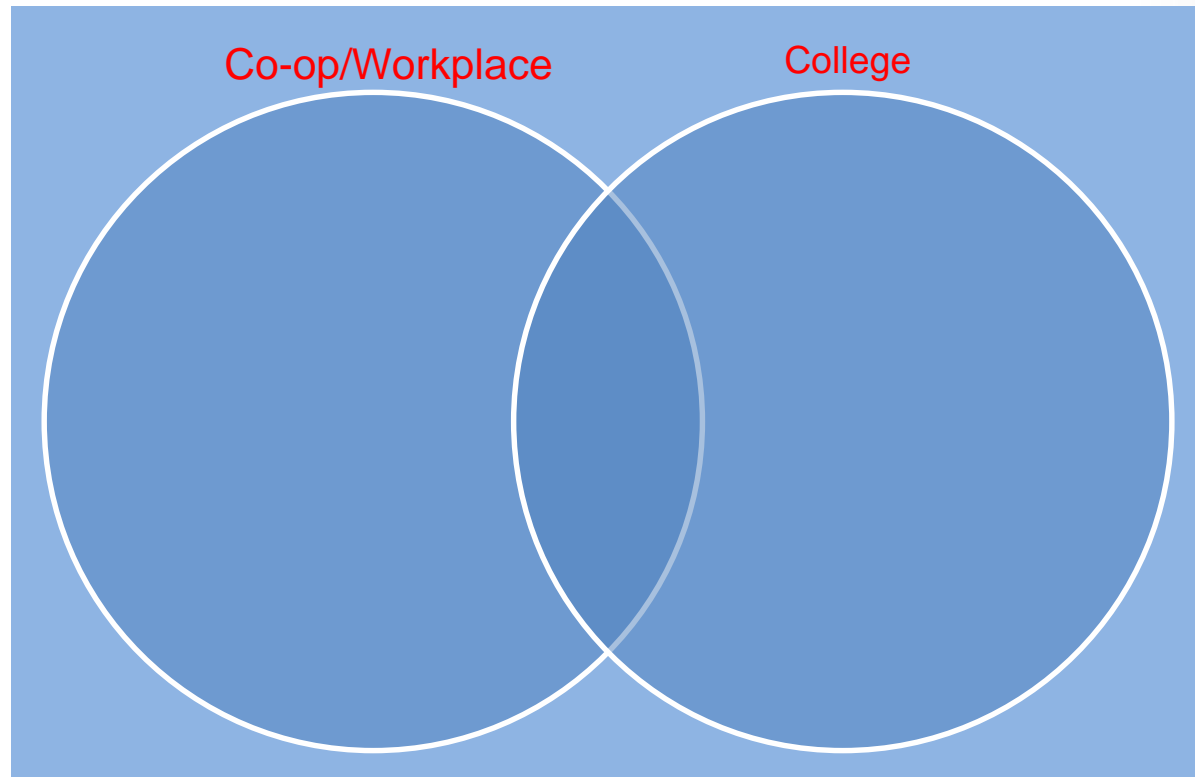
Activity:

Compare & Contrast: Reality

Work in small groups, note the similarities and differences between the College and a Co-op/Workplace environment. Each group is assigned a topic.



1. **Schedule**
2. **Product/Work**
3. **Technology/
Media**
4. **People/Team**



Discussion: Compare & Contrast: Reality



Schedule

Co-op/Workplace

- Schedule dictated by Company/Work
- Longer days, slower flow
- Schedule repeats
- Free evenings/weekends
- Others rely on your schedule

College

- Make your own schedule
- Short bursts of intense activity
- Long breaks in between
- Inconsistent between days
- Include night and weekend production

Discussion: Compare & Contrast: Reality



Work/Product

Co-op/Workplace

- YOU provide the service
- Benefits someone else
- Expected results
- Evaluated based on performance
- Usually team driven
- Special tasks/role

College

- YOU are the customer
 - Benefits YOU
- Grades reflect performance
- Most up to you/you control
- Based on required courses
- Paying for the experience
- Lots of variety

Discussion: Compare & Contrast: Reality



Technology/Media

Co-op/Workplace

- Tech for work-sake only
- Tech owned/
monitored by company
- Assume it's public
- Vital for work success
- Keep it professional

College

- School/social purposes
- Use whenever you feel
like
- You own it
- Use as a distraction
- Can be informal

Discussion: Compare & Contrast: Reality



People/Team

Co-op/Workplace

- Emphasis on Team work
- Individual work contributes to a larger group
- Everyone has an important role
- Others depend on your work
- Usually don't get to choose your team

College

- Emphasis on independent work in class/homework
 - Some team work but worried about your own grade
- Group work is for learning
 - Sometimes get to chose your teams

How to Make Everyone Love You...

FROM “GREAT ON THE JOB” BY JODI GLICKMAN

G – Generosity

I – Initiative

F – Forward Momentum

T – Transparency



<https://youtu.be/3Wj9PGelHOI?t=4m34s>

POST-VIDEO REFLECTION DISCUSSION

THINK – PAIR – SHARE

- Which aspect of G*I*F*T do you feel most comfortable with or most excited about?
- Which aspect are you hoping to work on while out on co-op?
- What barriers might you encounter while trying to use G*I*F*T while out at your co-op?
- Have you used aspects of G*I*F*T at school or at a previous job?

Next Class – 12/6

- Employment Scenarios & Cultural Competence
 - Read Chapter 4 (pages 171-175)
 - Read Chapter 5 (pages 184-187)