



Career Development 101

Getting the Job

You've worked hard to get that great new job! Where do you go from here? Landing that job was only the beginning. Now it's up to you to make the most of every opportunity if you truly want to succeed in your career!

OK, but where do I begin?

There are several key elements necessary for success. We'll begin with the basics – you know ...the stuff your mom always told you!

Perform Well in Your Position

Using your abilities, skills, and talents to perform well in your current position demonstrates competence and achievement, which can help to support your candidacy for job promotions later. Managers seeking to fill an open position will have greater confidence in bringing a known performer to their team.

Understand Your Goals

Be realistic with your career goals, and develop a plan to reach them. Choose a career path that complements your skills, abilities, and interests. Make an opportunity to learn more about positions that interest you, and develop an action plan to help you build the knowledge and skill sets required.

Show Initiative and Accountability

There's that little "something extra" that managers look for when considering employees for career advancement. By seeking out new tasks and responsibilities, and showing follow-through and accountability, you are demonstrating dependability, leadership, and confidence, attributes that help to set you apart from the crowd.

Be a team player

Understand the bigger picture, and the role you play in achieving established goals. Remember that every employee in your organization plays an important role, and that strengths complement weaknesses. If your role is behind the scenes, recognize

that your efforts support front-line customer facing employees, and vice versa.

Helping a team member succeed ultimately contributes to your own success.

Develop Well-Rounded Knowledge

Understanding why you do what you do will help you to think outside of the box, allowing you an opportunity to improve upon existing processes, or perhaps even your own performance.

Varying job functions often share a common knowledge of processes, products, or concepts, meaning that the skills and knowledge you build today will help you succeed in later roles.

Training and Education

Take advantage of any training or other educational opportunities provided by your company. These are typically offered at either no cost, or are reimbursable upon completion.

Job shadowing or cross training can help to build additional skills and knowledge, thereby increasing your marketability for advancement.

Avoid Common Pitfalls

Treat your career as an investment in your future, and avoid these common pitfalls that can derail your success:

- Choosing a career path based solely on the salary range.
- Choosing a career path that does not make the highest and best use of your skills and abilities.
- Being motivated by the wrong factors.
- Being noticed for doing the **wrong** things – excessive absences, being a non-team player, lack of initiative and accountability, or gossiping.
- Feeling a sense of entitlement.

Contact us today for more information and resources!