

THE LET'S ROLE JOB SEARCH SERIES

# BOOK 5



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**A RECRUITER'S GUIDE TO STARTING A  
NEW JOB WITHOUT A BUMPY LANDING.**



THE LET'S ROLE JOB SEARCH SERIES – BOOK 5

# **BEGINNING YOUR NEW JOB**

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# CHAPTER 1

## YOU'RE NOT QUITE DONE YET

Look, we're not trying to harsh anyone's mellow. You've just landed your new job and, yes, you absolutely should celebrate! Go out, have a few too many drinks and dance the night away.

In the haze of your hangover, however, you might recognise a faint spectre of anxious terror. Where could this be coming from? You've already completed all the interviews, and you have the offer secured. That's it, right? Unfortunately, like many newlyweds discovering that a wedding is followed by a marriage, job-seekers might be slow to grasp that a job offer is followed by a job. In fact, this is a surprisingly apt metaphor, so forgive us if we indulge in it for a moment.

You've spent years waiting for this moment. So much time wasted hopping from partner to partner, each with their various virtues and vices, each eventually proving not to be worth the

effort. You are somewhat ashamed to admit that, from time to time, there has been something of an *overlap* between one and another – you weren't sure you'd be able to function without *someone*, and you *certainly* weren't about to move back in with Mum and Dad.

But, after all the heartbreak, you've found the one. They've got everything you could ever hope for, and they're a match for you in every way. They even seem as excited about you as you are about them! You speed through the courting process, and, before you know it, they've proposed! You accept, of course, partly because they're your dream partner and partly because you've been subsisting exclusively on ramen noodles for the past three months. So you make it official. You do all the paperwork, you move in and you both start your life together.

It goes great ... for a while. Pretty soon, however, they begin blindsiding you with work you did not expect to have to do. Suddenly, you're doing the dishes, scrubbing tiles and removing weeds in the garden. You try to complain, but they point out that this is all pretty standard stuff that has to be done, and if it has to be done by *someone*, why not you? Despite this sound logic, you start to resent your new partner; you thought you'd just be doing all the nice stuff, the stuff you thought you'd signed up for. You didn't think it would come with all this *busy work*.

This unabashed grumpiness clouds your judgement, masking all your partner's pros and causing you only to see the cons. Soon enough, you're eyeing up other people on the street, looking up the names of divorce lawyers and drafting a goodbye Post-it note.

Simultaneously, your partner has noticed that you're not doing your share, that they're having to pick up your slack and that your heart just doesn't seem to be in it. Before you even have a chance to announce that you're leaving, they tell you to get out. Just like that, you've thrown away the best partner you've ever had, all because you weren't prepared to do the small amount of unwanted work required to keep them.

It's a pretty bleak view, we know. This is, however, the reality for many a jobseeker who expected only to do the top three things listed in the job description. This is especially true for creative, artistic jobs. The famous saying is that if you find a job you love, you'll never have to work a day in your life. Unfortunately, this is painfully untrue: movie stars still have to learn lines and even astronauts have to do paperwork. Just as with a romantic relationship, if you expect that loving a job will make everything about it easy, the shock of discovering a small amount of difficulty might lead you mistakenly to believe you don't love it all that much after all. If, instead, you prepare for and expect at least *some* difficulty now and then, you might be pleasantly surprised by how little there is.

So you might be wondering how you might go about preparing for your new job. Let us help you out.

# CHAPTER 2

## LEAVING YOUR OLD JOB



If you're leaving one job for another, now is the time to resign. This can be a stressful and messy process – it requires tact, empathy and maturity. Sure, it can be tempting to stick up both middle fingers and stroll backwards out of your boss's office, listing all the objects they can insert into various places and the misfortunes you hope to befall them in the near future, but the irritating truth is that it's unwise to burn those bridges; no matter how pleasant the initial heat feels on your face, pretty soon you'll be left with nothing but ash, charcoal and the realisation that you may have left some important stuff on the other side of the river. Wading through rushing water that could have been left under the bridge can be dangerous, and you don't want to turn up to your new work with soggy shoes. With that in mind, we'll begin with some advice on how to transition from your job a little more gracefully.

## YOUR LETTER OF RESIGNATION

Your first challenge is to tell your boss that you're leaving. Whether your relationship with them is a positive or negative one, it can be difficult not to let your feelings influence the language of the letter. It is best, however, to keep this document as professional as possible; anything you'd like to say on a sentimental or emotional level can be said in a separate email.

For the beginning, all you need to do is formally acknowledge that this document is a notice of resignation from your current position, and the date from which it will be effective. Here, you *must* pay attention to your position's contracted notice period, and give at least that whole period. You can give more if you like, but never less: if your contracted notice period is two weeks, don't say your resignation will be effective as of next Tuesday.\* It might look something like this:

*To [Boss's Name],*

*Please accept this letter as formal notification that I will be resigning from my position as [your position] with [company]. My final day will be [your last day].*

Technically, this is all you really need, as it contains all the information you have to convey. However, it's worth including the following things in addition to this in order to make the transition easier for everyone and to preserve relations in case you require a reference in the future (or, in the worst case scenario,

\* There is a chance that your boss will relieve you of your duties before your time is up, but don't expect this – plan to work the entire period.



your new job doesn't work out and you need to ask for your old one back).

Next, thank your employer for the opportunity they've given you and the experience you've acquired through your work. Consider listing some of your favourite projects and responsibilities and the important things you've learned in your time there. Feel free to be a little sentimental here, but keep the tone ultimately professional.

Finally, communicate your willingness to assist in the hand-over of your responsibilities to other staff, whether that be by training someone new or spreading those duties among the current team. You don't need to go into great detail, just let them know that you intend to make your departure as smooth as possible for everyone involved. This will probably come as a great relief to your boss, who likely has enough on their plate already without losing one of their staff members. You could say:

*During my final [notice period], I'll do everything possible to wrap up my duties and train other team members. Please let me know if there's anything else I can do to help during the transition.*

After that, all that's left to do is to wrap up and sign off the letter in a way that lets your boss know that you bear no ill will towards them or the company (this may not necessarily be the case – you are leaving, after all – but it's wise to keep the door open):

*I wish you and the company continued success, and I hope to stay in touch in the future.*

*Kind regards,*

*[Your name and signature]*

Once you have your letter written, you have the choice of how to deliver it. If you know that your boss is a busy person who may be likely to miss/ignore an email, a signed physical letter left on their desk not only ensures that they will see it, but it also adds a touch of class. If you fear that they will deliberately ignore your letter for the purposes of claiming never to have received it, thus delaying the beginning of the notice period, physically handing them the letter and informing them of its contents before walking away is a sometimes necessary, if quite cold, move. Either way, asking for some form of acknowledgement from your employer is always a good idea, as it prevents a situation where you walk out of the office on your final day only to receive a text from your now ex-boss saying, 'So on Monday I need you to ...'

Your boss may respond in one of a few different ways. The ideal response, of course, is to accept your resignation with a combination of sadness and support: sorry to see you go but excited to see what you achieve next. Unfortunately, it won't always be like this. Undesirable reactions range on a spectrum from apathy to outright refusal. In the case of the latter, don't be afraid. Once your boss has acknowledged your notice (and, yes, a refusal is an acknowledgement), the notice period has begun. They have no power to hold you in a job longer than the time you are contractually obligated. If they try to force you to stay, put your foot down and state in a calm, professional manner that you appreciate the inconvenience you may be causing them, but that this move is vital for your professional development (and, if you can't help but inject a little venom, your mental well-being). Keep in mind that nothing they say can force you to stay.

# COUNTER OFFERS

Your boss may offer you more money, more responsibilities or any number of things to get you to stay. Be wary of these offers. They can often be tempting, but remember that you are probably leaving for more than just money. For whatever counter-offer you may receive, ask yourself if what has been offered will *solve* the problems you have with the company, or simply *mask* them – there's only so much Febreze you can spray before you're better off leaving the bathroom.

On the off-chance that it really is just more money you were after, it's still worth asking if your problem was that you simply weren't paid enough, or rather that the company didn't *value* you enough. If this is the case, consider that their offer to pay you more only when you decided to leave reveals that they knew your value all along and *deliberately* paid you less than you were worth. To return to our relationship analogy, if you have to threaten your partner with divorce for them to show you the appreciation you deserve, is that really a relationship in which you wish to stay?

You might also feel the urge to game the system by going to your new employer and informing them of the counter-offer. Your gamble may well pay off, and they may offer you more money in order to get you to choose them. Conversely, they might decide that your hesitation is a sign that you are not as committed to their company as they'd hoped, and wish you luck in the future. In this situation, it's worth remembering that you had already accepted an offer. Don't get greedy.

## TELLING EVERYONE ELSE

It is worth noting that your boss must always be the first to know, even if you are dying to tell your best work friend. The reason for this is that standard rumour rules apply when leaving a job: you only tell the people you *really* trust, instructing them not to tell anyone; they agree, and so only tell the people they *really* trust; and so on. Only so many iterations can occur before someone *really* trusts your boss. Mark Twain apparently once said, 'Two men can keep a secret if one of them is dead.' Of course, we would now also include women and non-binary people in that.

Once your boss does know (and you've received acknowledgment to that effect), it's time to let everyone else know, too. This step is really up to you. In fact, you could choose not to tell anyone at all if you'd like the drama of having your continued absence gradually noticed by everyone until the penny eventually drops. If, however, this option is impractical due to being required to train someone new or for some other reason, then you may have to come up with a way to communicate your departure. You might want to send an email, cc'ing everyone in your team, informing them of your decision and thanking them for their support and friendship (if any has been given) over your time there. If there are a couple of colleagues with whom you have a closer relationship, who might feel that such an email would be a little impersonal, consider sending a more personal one to them first. You could even be a little more sentimental and give them a handwritten card. You might want to arrange a final

lunch or pub trip with your team to say goodbye, if that matches the culture. You may even find that something will be arranged for you, depending on how long you've been with the company. We would always recommend participating fully with these events – even if you weren't very happy at your job, you can at least make the last memory a good one.

## DURING THE NOTICE PERIOD

It is deceptively easy to become complacent during your final weeks, especially if your workload is gradually easing as it's handed over to other people. However, having one of the team leave is something that will cause stress and inconvenience for everyone else, so a willingness to lend a helping hand in making sure the transition is seamless will be greatly appreciated, and will solidify you as a positive figure in the minds of the team. Keep turning up on time, finish the work you've been given and try your best not to make this time any more difficult for the others.

## YOUR LAST DAY

It's time to tie up all your loose ends. This refers to work, of course, in the sense that you should check with your boss or any colleagues to see if there's anything they need before you leave, but it also refers to your personal life: if you have any love to declare for the office temp with whom you've been subtly flirting for the past six months, speak now or forever hold your peace.

Make sure you haven't left anything in the building – you don't want to make a dramatic exit only to come slinking back in to pick up the phone charger you keep in your third desk drawer. If you need to, write a list during the notice period of everything you have in the building. Anything you *don't* think of during that time can't really be that important, anyway.

Finally, make sure that you have the contact information of anyone you want to keep in touch with. Regardless of your personal relationships, it's wise to remain networked with the key players in the company from a professional perspective.

At the end of the day, stroll out of the building with your head held high, safe in the knowledge that you're taking a step forward in your career ... and your life.

# CHAPTER 3

## BEFORE YOU START



There are a few things you ought to do before your first day to ensure you can glide into the office fully prepared.

First, make sure that any paperwork, whether physical or digital, is completed as quickly as possible. This will show good faith and will save your new employer some stress: if they send you some forms to fill out and receive nothing but 48 hours of radio silence in return, they might start to panic and think that you've decided you're not interested in the job after all. In addition to forms, there might be onboarding documentation, such as an employee handbook to read, so that you can familiarise yourself with company policy. Getting it all done in a timely manner will set a tone of enthusiasm and competency, which are the two most desirable traits in a new employee.

Keep in touch with your new employer, and check with them

to see if they need anything from you before or on your first day, whether it's identification, information or equipment (ask them whether you'll be provided with any technology or if you'll be expected to bring your own). You should also use this time to flag up any holidays you have booked or ask any pertinent unanswered questions about dress code, scheduling, company culture or any other logistical issues that may not have come up in your interviews. You might even ask if there are any books or articles you could read that would help you with the role. Obviously, you shouldn't pester your new boss with an unending stream of emails, but a healthy amount of curiosity about your new position will display a certain level of excitement.

If you happen to have a period of free time before your new job, *take advantage of it*. Being in the middle of a job search can cause you to feel guilty about doing anything else – you can't relax without thinking you should probably be looking at job boards, polishing your CV or typing up a cover letter. Now that you have that job waiting, you can fill the remaining time with whatever you wish. For example, you could take this opportunity to do all those odd jobs around the house that you never had the chance to get around to: you don't want to walk into the living room in a month's time and remember that you were intending to repaint it at some point. That said, if you'd rather swaddle yourself in a blanket cocoon, surrounded by snacks, and watch movies for the better part of a week, then go ahead: you've earned it. The only caveat we'd offer is that, if your job has involved a relocation, it is vital you get your new home sorted first: it's very easy to procrastinate and say that you can do it all on evenings and weekends,



but if you're putting it off when you have free time, how do you think you'll feel after a whole day/week of work? Do yourself a favour and create a place you'll be happy to come home to.

Get on LinkedIn and put everything in order. This means changing your status so that you're no longer looking for a job, following your new company's updates and stalking your new colleagues, connecting with as many in your team as you can find; it will be much easier to strike up a conversation with someone if you know each other's face, and if you can find something you have in common. You should also have a quick look at the rest of your social media to ensure that there's nothing you wouldn't want a new colleague to find.

Practise your morning commute, at whatever time you'd need to make it. It might be a bit of a bore having to get up early without needing to, but it means there will be one less stressful variable to deal with on your first day. You can also use the opportunity to explore the area and locate some good places to get food, drinks and groceries, as well as possible destinations for after-work gatherings.

If you have the means, go out and treat yourself! Securing a new job is one event in life that is categorically worth celebrating, and we'd suggest doing so with a couple of new outfits you can wear to work, and some new stationery. You'd be surprised how big an effect a new wardrobe and notebook can have on your mindset – it can really cement the idea that this is a new chapter in your life.

Speaking of mindset, it might sound wishy-washy, but we really

recommend building yourself a goal board. This can take whatever form you want, whether it's something physical like a white/chalk/corkboard, a collection of fridge magnets or a set of Post-it notes on your bedroom door, or a collage of images set as your desktop background. We say this because reaching your new job can feel like you've crested the peak of a mountain: it's an incredible feeling that lasts all of five minutes before you realise the only way is down. Once you've been working for a few weeks, you may feel like you're stuck and no longer moving forward. It's important to keep setting achievable, realistic goals for yourself that you can quantifiably work towards so that you can keep adding subsequent peaks to the mountain and continue climbing up it. You do this because the peaks are not the source of happiness in and of themselves: it's *approaching* the peaks that makes us happy. This is also why it's important not to place the peaks too far out of reach, because feeling that they're too far away can be worse than not having them there at all. And, of course, you should add the job search to the goal board simply so that you can make it the first item you cross off the list. We'll talk more about goals later, but, for now, we'll move on to your first day.

# CHAPTER 4

## DAY 1

So the big day has arrived and there's a chance you'll be feeling like a child on the first day of school, experiencing a combination of excitement, nerves and a twinge of sadness that you can no longer lounge around the house in your pyjamas watching cartoons. It can be stressful running through a mental checklist to see if you've got everything you need to bring with you and have done everything you need to do. One way to reduce this stress is to move that checklist from mental to physical. Here's a good baseline:

- ✓ Wake up earlier than you need to – set multiple alarms if you know you're a heavy sleeper.
- ✓ Dress well – adhere to whatever dress code has been given, but don't agonise over your outfit too much.
- ✓ Bring a water bottle – while it's true that there'll undoubtedly

be water there, it'll be worth bringing one with you to drink on the commute and to refill as a way of being environmentally conscious.

- ✓ Budget for lunch out instead of bringing it with you if you can – asking co-workers out for lunch on your first day is a great way to bond.
- ✓ If you do pack a lunch, avoid packing anything messy or nasally offensive – you don't want people's impression of you marred by your garlic breath.
- ✓ Bring any identification you've been asked for – this might be your driving licence, passport or a photo for your ID badge.
- ✓ Just for today, make your commute half an hour earlier than you need to – today's the day you're most likely to be late and the most important day to be on time.
- ✓ When you get to the office, be professional and greet everyone you see – you don't need to go around shaking the hand of every bystander, but a small smile goes a long way.
- ✓ Turn off your phone and any smart tech – it's better to be told you can turn them on than be told you should have turned them off.
- ✓ Become a sponge – soak up as much information as you can, writing down anything that might fall through the cracks.
- ✓ Put extra effort in to make a good impression, but don't over-commit yourself – you don't know how much time and effort this job will take yet, so you don't want to over-encumber yourself.

- ✓ Ask for help – no one expects you to know exactly what you're doing from the get-go. In fact, asking questions shows interest and enthusiasm (just make sure to listen properly to the answers).
- ✓ Don't be afraid to answer questions, even if you're unsure of your response – a willingness to fail is better than a refusal to try.
- ✓ Be flexible – you may be used to a certain way of doing things thanks to your old place of work, but you're going to need to compromise with the way they're done here (at least for now: you can always suggest changes later).
- ✓ Take note of the metrics by which your success will be measured – it could be certain targets, quotas, or periodic review meetings.
- ✓ Confirm with your colleagues, especially your boss, how they prefer to communicate, both casually and when you need to reach them directly – do they prefer to keep all work communications through email? Do they use WhatsApp? Do they prefer a phone call?
- ✓ Stay late to take notes on what you did well and on what you need to improve – if your new boss specifically tells you to go home early, however, go ahead.

It's most important just to get through the day with a positive, optimistic outlook: things can and will go wrong on your first day – it's what first days are for – but it will make a huge difference if you can roll with the punches with a smile on your face.

# CHAPTER 5

## CONVERSATION STARTERS

We realise that it may feel childish to concern yourself with making new friends at work (*What if they make fun of my shoes?*), but the reality is that the people who surround you make a monumental difference to your happiness. For this reason, we think it's not only perfectly natural, but entirely wise, to spend some time thinking about how you're going to interact with your new colleagues. As with all social situations, there's a delicate balance involved: you don't want to come across too forward, nor do you want to ignore everyone and end up blending into the wallpaper.

We've taken the liberty of drawing up a list of questions that you can use to strike up a conversation. While it's always better to weigh in on an ongoing conversation, feel free to lean on this list when you need to. Just don't fire them all off at once.

## AT WORK

- Who's the most influential person you've learned from here, and why?
- How long have you been here? How long have you been in this role?
- Do you have any advice for a new starter?
- What would you do differently if you started here again?
- Do you know any books that might help me here?
- What does success in business mean to you?
- Is there anything I should steer clear of?
- What team do you work in? Who works in it with you?
- Where's the best place to get some food around here?
- What are you reading right now?
- How was your commute today?
- What's the best/worst project you've ever worked on?
- Have you attended any cool company/industry events?

## AT LUNCH

- If you could eat only one type of food for the rest of your life, what would it be, and why?
- What's the weirdest food combination you've ever tried?
- What's your idea of the perfect day?

- What's your idea of the perfect lunch?
- What's the best/worst restaurant you've ever been to?
- What's your favourite comfort food?
- What's your favourite comfort TV show/movie?
- If you could live anywhere in the world, where would it be?
- Where's the most exotic place you've ever been?
- What music do you listen to that I wouldn't expect?

## WHILE NETWORKING

- What's the worst present you've ever received and why?
- Who's your favourite comedian?
- What are the top three items on your bucket list?
- What's the biggest risk you've ever taken?
  - Do you have any phobias?
  - If you could have dinner with anyone living or dead, who would it be?
  - Are you a cat person or a dog person?
  - What would be your superpower of choice?
  - If you won the lottery, what would be your first splurge?
  - What's your favourite fact?
  - What's your favourite joke?
- What's the most interesting thing about your hobby?
- Got any fun plans for the weekend?



While you shouldn't prepare an answer to every one of these questions yourself, you should definitely be ready to be asked 'So, tell me about yourself!' Much too often the answer to this will consist of a long pause, an 'er ...', a shrug and an 'I dunno, really'. We're not saying you should prepare a speech or write a script, but just think about some key information – your home town, where you went to school/university, your hobbies, what sort of music you're into, your family, any major events that shaped your life, anything that might help someone get to know you. That said, don't alienate them by delving far too deep into your personal traumas.

As we said before, the people you work with have a huge effect on your happiness. However, we do want to state for the record that this doesn't mean they *determine* your happiness – ultimately, that's down to you. There is a chance that, when you get to work, you'll be met by a bunch of people who would rather keep their heads down and their eyes on the job, rather than make any new friends. This may well be exactly how you feel, too; in which case, hooray! If not, however, don't despair. For one thing, you'll likely make at least one friend after some time there, and often it's these rare friends that become the closest. It might even be just a matter of slotting into the culture: you might discover that once you find the rhythm of the business, everyone will start to open up. That, or they might save all their friendliness for after-work drinks, where they become a pack of party animals.

Our point is this: don't let it get you down if your place of work is more like the UK version of *The Office* than the US one (even David Brent has his good moments).

# CHAPTER 6

## 30/60/90

Earlier in this book, we spoke about the importance of continuing to set goals after starting your job. These, of course, don't all have to be work-related: they could be about buying a house, learning a skill or a language or reaching general milestones in your life. In this chapter, we want to introduce you to a particular way of structuring your work-related goals to allow for both short and long-term targets.

The method is known as 30/60/90 because it refers to the number of days that pass before you want to reach certain goals. You might have to spend a few days in your role before you understand what is expected of you and what you can expect of yourself, but, once you feel settled, it's a good idea to get this built as soon as possible, because it's an excellent way to prioritise the right things at the right time.

# HOW IT WORKS

As the name suggests, there are three sections: one for the first 30 days of your new job, another for the first 60, and a third for the first 90. For each section, you need to think of a goal that you want to have achieved by the time that number of days is up. You're going to split this goal up into a more actionable plan, so don't worry if it's a little general. That said, try your best to keep it to the **SMART** structure:

**SPECIFIC** – you need to be able to say categorically whether or not this has been achieved. *Be better at my job* won't work as you will definitely be at least a little better at your job by the end of the month. You'll know your goal is specific enough when it is:

**MEASURABLE** – in order to know whether or not you've achieved your goal (or how close you were if you didn't), you'll need a way to measure your progress and success.

**ACHIEVABLE** – you may have heard of the powers of manifesting your goals, and that the mere act of writing them down makes them far easier to achieve. While there is a lot of truth to this, simply writing *Become the president of the United States* on a whiteboard won't make it possible if you're not a US citizen, especially if it's not even an election year. Writing down goals that are totally outside the realms of possibility will do nothing but take up space.

**REALISTIC** – this is similar to 'Achievable', but it goes a little further. It can be quite hard to judge, but you need to ensure you're not setting the bar too high for yourself. By all means,

challenge yourself, but if you set yourself a goal that is way too far out of reach, you'll end up feeling like a failure even if, by any normal standards, you're actually doing very well.

**TRIGGERED** – this is less to do with the goal itself, but relates to the actions you take towards that goal. If, for example, your goal is to become an expert in digital marketing, you need to tie the steps you take towards that goal to certain events in the day/week, such as reading marketing books on your journey home, or watching videos before you go to bed. Doing this means that you aren't relying on the fickle and flippant nature of motivation, instead cementing these actions to the much more reliable base of habit.

Once you have your goals for each section sorted, it's time to break them down into a plan. The plan is a step-by-step process that will lead you along the path to the goal. Doing this will allow you to track your progress and give you a better sense of what work needs to be done in order to achieve your goal. Finally, you need to break down the plan into individual actions and update them each time you complete a step. To return to an earlier metaphor, if you think about the goal as a mountain, the plan can be thought of as the smaller peaks leading up to the summit. The action points then become the little flags that lead the way. Suddenly, you don't have to worry about climbing the mountain – just keep moving from flag to flag and you'll get there. The smaller the action points of your goal, the easier it is to act on them, and the more achievable your goal becomes.

You can set as many or as few goals as you want, but we'd advise you to think about it wisely. On the one hand, setting a lot of

goals gives you a greater challenge and, therefore, a greater payoff once you achieve them. On the other, keeping track of the action points of so many goals might be confusing and may result in the whole thing tumbling down. The remedy we'd suggest for this would be to separate goals into distinct categories, and have just one per category per month. These categories could include 'Learning', focusing on educating yourself about the company and your role; 'Social', prioritising networking and making friends; 'Performance', centred on how well you do your job; or 'Contribution', thinking about how you can make yourself valuable to the company through more than just your role, such as suggesting new ideas or helping people out with problems in their own work. Separating your goals into categories will allow you to compartmentalise and avoid mixing them up with each other.

Finally, remember that the three sections are allowed to overlap – so you can absolutely take steps towards your 60 or 90-day goal in the first 30 days – but they don't have to. In fact, you might make some of your 60 or 90-day goals continuations of your 30-day ones.

## EXAMPLE

What follows is an example of one goal for one month. Feel free to play with the structure as much as you feel suits you – after all, no one is going to be checking up on you to make sure you're doing it all 'correctly'.

**CATEGORY:** Learning

**GOAL:** Understand all the responsibilities of my job

**THE PLAN:**

1. Listen during onboarding to what is expected of me and take notes.
2. Write down the main points and get them signed off by my manager to ensure we're in agreement.
3. Learn about the systems we use.
4. Cross-reference the job specification with the components of the job I've been told to work on.
5. Write down questions any time I don't understand something.
6. Ask my manager the non-immediate questions at the start of each day.
7. Set a meeting with my manager at the end of the month to assess my understanding of the role.

### CURRENT ACTION POINTS - STEP 1

- Confirm onboarding meeting with manager
- Set aside a notebook and pen
- Read the job specification

As we said before, doing this allows you to detail your path up the mountain to your goal, rather than standing at the base, looking up at the snow-covered, cloud-masked peak and wondering how you'll ever reach the summit.

# CHAPTER 7

## CONCLUSION



At the beginning of this book, we used the metaphor of a new marriage to describe starting a new job. We want to close with a different metaphor.

Beginning a new job is like walking through a misty field – you don't really know where you are or where you're going. You can't see more than five feet in front of you, which is scary and confusing. Every now and then, a hand will appear out of the mist holding a spade, a rake, a lawnmower or one of any number of tools, and point somewhere. So – you try your best to stumble over to where you're pretty sure the hand was pointing and start digging/raking/mowing; you're not entirely sure how important the hand was, or how much authority it had to ask you to do anything, and you're not even sure how much time you're supposed to spend enacting its will or why this particular patch of land needed digging, raking

or mowing in the first place. In fact, every now and then you find yourself digging up a patch that you could swear you only mowed yesterday. You decide just to keep going until another hand appears, which, of course, it soon does.

After some time and a few misplaced digs, you begin to notice that you can now see for about 10 feet. This extra visibility allows you to notice patterns, and it's not long before you're correctly predicting what tool will come next and where the hand will point. At 20 feet, you're even able to correct a hand when it points to the wrong patch, and you've noticed that the rake-holding hand belongs to a raker who's really just trying to pass their own work on to you, so you give it less priority.

Eventually, you notice that, at some point, the mist retreated to the edges of your field. It's by no means gone, of course – the fog past the fence is practically impenetrable – but you can see all of your patches pretty clearly. The hands may still pass you an unexpected tool every now and then, but they haven't had to point in a very long time. In fact, you've even requested a different tool on one or two occasions, knowing it would better suit the purpose for that particular patch.

This is how any new job will feel. The only differences, really, are how familiar you may already be with the tools, and the rate at which the mist retreats. Rest assured, though, that while there will always be mist, it will only be a matter of time before it clears. In the meantime, just try your best not to dig up the wrong spot.



# WHO ARE WE?

## MATT SEDGWICK

Matt is a talent acquisition specialist with over 10 years of experience in recruitment. Over this time, he has successfully owned and run two businesses, spending his working days making calls to clients and candidates and finding the right people for the right roles. In his spare time, he enjoys completing construction projects and playing with Pablo the pug.

## HUW LANDAUER

Huw began working with Matt as a marketer just under a year after graduating from his Drama degree at Queen Mary University of London. Huw likes to branch out into the arts, writing plays and short stories, making music and running a webcomic (find it at @lowercasecomics). At work, he designs graphics, produces videos and edits these books.





# OKAY, NOW WHAT?

YOU DID IT! YOU APPLIED FOR A JOB, HAD YOUR CV APPROVED, SAILED THROUGH THE INTERVIEW PROCESS AND ACTUALLY GOT HIRED. NOW THAT THE HARD PART'S OVER, ALL YOU HAVE TO DO IS... OH. NOW YOU HAVE TO START A WHOLE NEW JOB. MAYBE THIS IS THE HARD PART AFTER ALL...

OF COURSE, EVERY JOB AND EVERY COMPANY IS DIFFERENT. THERE ARE, HOWEVER, COMMON THREADS THAT FLOW THROUGH THEM ALL, AND WE'VE SEEN ENOUGH TO KNOW WHAT THOSE THREADS ARE. USING THIS KNOWLEDGE, WE'VE CRAFTED THIS GUIDE TO HELP YOU PUT YOUR BEST FOOT FORWARD AND SLIDE GRACEFULLY INTO YOUR NEW POSITION.



MATT  
SEDGWICK



HUW  
LANDAUER

Find out more at [www.keyfocus.careers](http://www.keyfocus.careers)  
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