

## Ten Ideas to Stay Employed During Your First 60 Days on the Job

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Traditionally, companies used to give new hires a 90-day probation period to prove themselves on the job. Now with rapid technological change, global competition speed up on every front, companies have reduced the "honeymoon period" to 60 days. Can you insure that you remain on the job during this time frame and beyond? Here are ten ideas to help you continue on, even if you feel like you are riding a "bucking bronco" in an arena of musical chairs!

- 1. In the first two weeks, make a concerted effort to get to know four people.** You may be tempted to be scarce and hide within your cubicle, but your colleagues will notice you. Don't. Perhaps 95 percent of firings are the result of people not fitting into the culture. This has nothing to do with job performance. The more you are accepted within the organization, the greater chance you will have to succeed. Build relationships with team members, dealmakers and mentors.
- 2. Set up a meeting with your boss within the first 30 days to assess your progress.** Mayor Koch, former mayor of New York City, was fond of asking constituents how he was doing throughout his tenure. Don't wait for your boss to check in on you. Be proactive and ask for a meeting to assess your progress. Your boss will be impressed with your concern, and you may identify issues before they get out of hand.
- 3. Write a new job description to realistically reflect your job.** There may be a gap between what you were hired to do and what you actually do from day-one. This could lay the basis of an opportunity to upgrade your position and increase your value. If you are consistently involved with work well below your capacity, it could also raise some alarm bells.
- 4. Accomplish something worthwhile.** Identify a project that you can put your stamp on. Demonstrate your capacity to add value immediately. This project could be something particular to your department but might also encompass a greater organizational goal. Include those you have been courting at luncheon networking meetings, and continue to reach out to others within the organization and build relationships.
- 5. Look for ways to collaborate with others.** Who are the others around you? What things have they done? How can your synergy extend your capacities so that you are indispensable?
- 6. Keep up-to-date with the competition.** Be sure to know what's happening in your field. Extend your network to professional organizations in your field, trade associations and the Internet. Don't be one of the last to learn what's happening. Develop a reputation of always being in the know. Extend your radar.
- 7. Identify ways to shine.** What are the values of your organization? If your organization recognizes those who contribute to the community, look for ways to serve the community that your company is proud to say you work there.
- 8. Find ways to outperform yourself.** See everyone around you as your competition, both internal and external. Make a point of over-responding to any request.
- 9. Lead a balanced life.** Get a decent amount of sleep, and find recreational activities. Pace yourself so that you don't burn out. You'll return to work each day ready to contribute.
- 10. Set goals for the future.** See yourself working at this organization seven years from now. Look for ways to contribute or initiate future projects. Assume that you will continue on. Make this a self-fulfilling prophecy.