



# SUCCESS IN THE WORKPLACE

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**C**ongratulations! Now that you've secured a job after assessing your interests, articulating your strengths and experience through resumes and interviews, and networking to find opportunities... what comes next? In order to continue building your career and attaining success in the workplace, consider the following strategies for office culture/communications, goal setting, and continued professional development.

## General Office Culture/Communications

- Observe your organizational and department culture, including appropriate attire; ask your supervisor if you are unsure.
- Show courtesy and consideration to all co-workers, not just your supervisors.
- Respect peoples' time and keep email communications to the point. Target your emails to appropriate recipients; be mindful of emails you forward and reply all.
- Maintain professionalism through any phone or written communications.
- Express gratitude and give credit when appropriate.
- Know that a learning curve exists. Be willing to observe, learn, and contribute.

## Networking & Professional Development

- Look within and beyond your immediate department/organization for opportunities to meet others. Set attainable networking goals such as one new contact per week/month.
- Join a relevant professional organization to continue your networking and development. Check with your organization for funding support.
- Reflect and re-evaluate your professional and personal goals on an ongoing basis. Think about what you hope to achieve, then set a measurable goal and timeframe.
- Keep an open mind and be willing to take risks and try new activities or challenges.
- If your goal is advancement, identify what skills and knowledge are required for your desired position. Then work backwards toward these skills.

