



NEW JOB EXPECTATIONS: THE FIRST 30-60-90 DAYS AND BEYOND

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CAREER RESOURCES

30 DAYS:

- Familiarize yourself with the work environment, culture, vision, organization hierarchy, company policies, different departments, and your work team
- Build relationships and expand your networks by introducing yourself (or being introduced) to other colleagues and different departments
- Review your key job responsibilities with your manager, set priorities, enroll in required trainings, establish expectations, and determine metrics for success
- If relevant, connect with Human Resources (HR) to ensure that you are aware of any benefits or workplace rules or expectations.
- Set up one-on-ones with team members, and learn what each member's roles and responsibilities are, and how this might be relevant to your work.
- When you're new to a role, it's the ideal time to ask questions and build your knowledge. Be curious and open to learning.
- Be adaptable, flexible, and take time to learn and observe the processes around you. While you might have some great ideas for changes, it can be helpful to first understand the overall dynamic of the workplace and build relationships and trust, before introducing new ways of doing things. Note down your thoughts so that you can share them later.

60 DAYS:

- Regularly check-in with your manager on your performance and workload.
- Have an established flow for daily routines and tasks, to avoid pieces piling up. Explore and stay aware of the overall departmental and organizational goals, directions, and strategies (both current and future). These can include system changes, corporate plans, new products and services launches, mergers, and acquisitions. Consider how these larger initiatives impact and are relevant to your work.
- Stay informed of the major projects your department is working on, as well as any challenges the department is facing. This can help you better align and plan your work.
- Continue learning on the job. While you may feel more settled than your first week, there will typically continue to be a lot of learning within the first year of your role.



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90 DAYS:

- Identify skills and knowledge that you might want to further develop and improve and discuss an action plan with your manager to support you in developing the relevant skill sets and knowledge.
- As you become more proficient in your daily responsibilities, consider being a team player and support others as your capacity allows.
- Try to be involved with departmental projects and initiatives where relevant, to contribute to the overall team.
- With your team and manager, share your insights or perspectives in current workflow and Standard Operation Procedure (SOP) and discuss potential best practices or modifications to improve efficiency.

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BEYOND

- Keep the future in mind. Generally, people tend to stay in a job for a few years, before moving on to roles with greater or different responsibilities. Consider the aspects of your role that you enjoy, the aspects you don't enjoy so much, and the areas where you would like to grow.
- Explore whether you may need any additional certifications or credentials as you continue to progress in your career, and how this might align with professional development opportunities within your current workplace. LinkedIn Learning is a great place to learn some additional skills that can be highlighted on your resume.
- The network that you are building through your organization can continue to be a source of support to reach your future goals. Make time to stay connected with or build connections with individuals in your desired career path to seek career related advice. It is often easier to network when you are already in a role, as there can sometimes be natural opportunities to connect with peers and colleagues.
- Attend profession specific conferences where possible. These are a great avenue to introduce yourself to potential employers and to colleagues in your field of work and learn more about what pathways might be interesting to explore further.
- Remember to update your application documents and note down relevant accomplishments & achievements. It can be challenging to keep track of how much you've done in a role, so it is useful to make a habit of noting down key successes and challenges.

TIP: As an alumni, you can book an appointment with a [Career Advancement Coach](#) for job search support.

NORTH CAMPUS: Academic & Career Success Centre, Learning Resource Commons, First Floor, 416.675.6622 ext. 5030

LAKESHORE CAMPUS: Student Welcome and Resource Centre, First Floor, WEL 105, 416.675.6622 ext. 5028

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