



RESOURCES

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

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CAREER RESOURCE

30 DAYS:

- Familiarize yourself with the work environment, culture, vision, organization hierarchy, company policies, etiquettes, different departments and your work team
- Relationship building and networking: self-introduction or being introduced to other colleagues and different departments
- Review and understand your key job accountabilities with your manager; set priorities and metrics
- Set up one-on-one with team members; learn what each member's roles and responsibilities are
- Ask questions: it is critical to ask questions
- Be adaptable and flexible
- Do not instil any changes that you think are valuable and essential, you need to build and earn your trust from others first

60 DAYS:

- Regularly check-in with your manager on how you perform on your workload
- Should be able to comprehend normal daily routines and workload
- Explore and understand the overall company business strategies and directions (current and future) e.g. system changes, corporate plans, new products and services launch, merger and acquisition, etc.
- Well aware of what major projects your department is working on, as well as challenges the department is facing; understand the departmental focuses and goals
- Continue to learn on the job

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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90 DAYS:

- Identify skills and knowledge that you might need development and improvement
- Work out an action plan with your manager to develop the skill sets and knowledge
- Fully competent in your daily job responsibilities; volunteer to assist others if your capacity allows
- Get involved in working on the department projects and initiatives
- Share your insights or perspectives in current workflow and Standard Operation Procedure (SOP); discuss and may suggest some best practices or modifications in the work process; however, with team cohesion and buy-in



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