



# Starting Your New Job Like a Rock Star: The Unwritten Rules

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# 10 Tips For Starting Your First Day

1. Get two weeks of sleep before your first day
2. Test drive your route before hand
3. Brown bag it
4. Do your homework
5. Show up knowing what the company does
6. Hit the mall
7. Take notes
8. Don't be completely yourself yet
9. If you don't know - ask
10. Be quiet and listen.
11. Get on the same page.

# 10 Things Successful People Do The First Week

1. Be a geek about introducing yourself
2. Find a veteran to can help you navigate politics
3. Set expectations with your boss
4. Figure out the coffee situation
5. Start demonstrating and documenting what the company sold you on
6. Start a brag sheet

# 10 Things Successful People Do the First Week Cont.

7. Get organized to set good habits.
8. Reinforce your social connections on social media.
9. Reconnect with former colleagues.
10. Find your pharmacy and take out lunch spot.

## Important Things to Focus on

1. Go in ready to learn
2. Understand the strategy behind your efforts
3. Get early wins
4. Build a network of trusted colleagues

## First Quarter Steps to Take

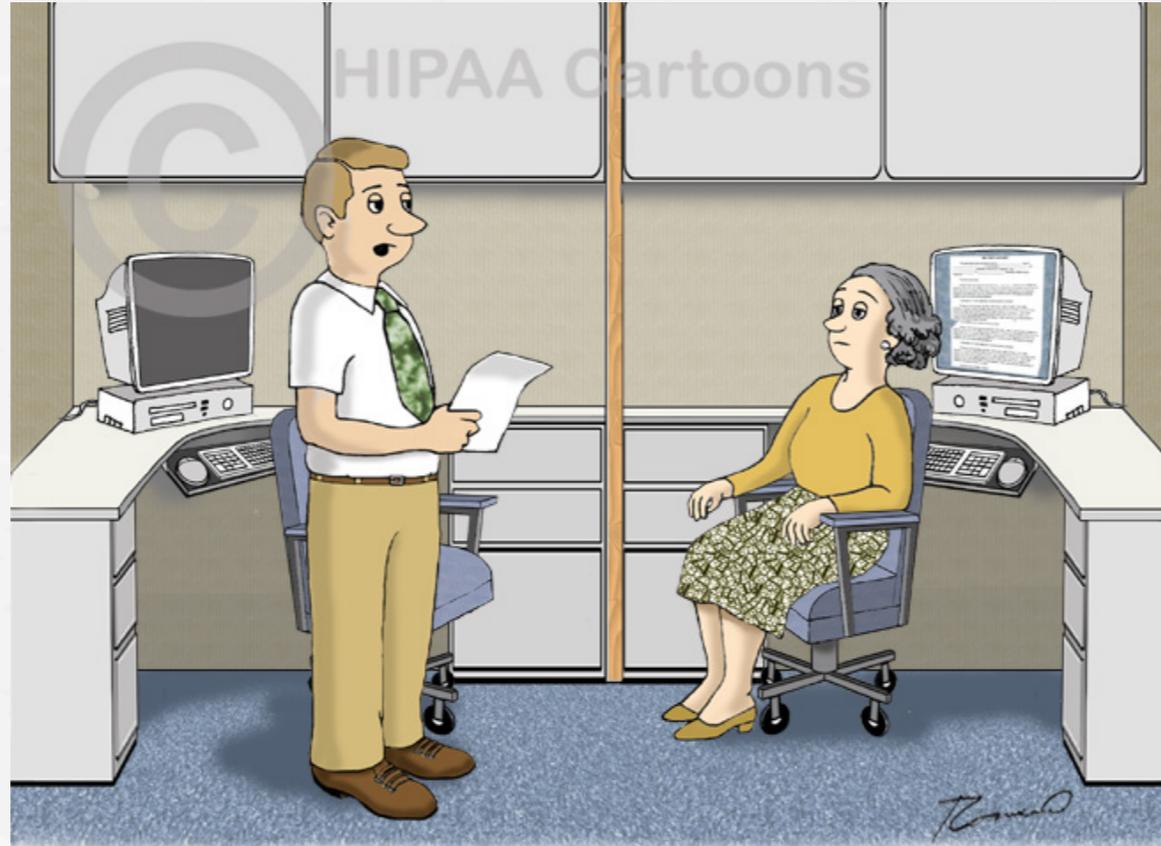
1. Give yourself 90 days
2. Focus on a few quick-wins
3. Build the skills you need
4. Navigate the new culture
5. Learn who is who

# Unwritten Rules Can Hold You Back, If You Don't Learn Them

- Unwritten Rules – Critical but unspoken strategies that are essential for advancement.
- Behavioral Nuances – Deemed appropriate or inappropriate depending on the internal company culture.
- All work places have them.
- Navigating your Organizations 'Implicit Code' = Critical for Success.
- Some can make or break your career.
- You will find yourself at work saying to yourself “I wish I had known about that!”

# Unwritten Rules Can Hold You Back, If You Don't Learn Them

- Unwritten Behavior Code: The Employer may encourage flexible working hours, but fail to put it into practice.
- Company policy, but not company culture. Ex. If a company has a policy on flexible working, but no one is taking advantage of it. Then it is clear that there is an unwritten rule, which is not the way to succeed.
- Long hours may still be expected for advancement.
- Body Language – Certain mannerisms can be misinterpreted. A woman was told by her mentor she shouldn't smile so much. A man was on his way to a meeting. He was told he shouldn't walk too slowly. Lack of urgency.



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"We got another blank executive memo. They must have passed another unwritten rule."

# Key Strategies To Learn Unwritten Rules

- **Build Relationships** – Find mentors and join informal network
- **Increase Visibility** – Seek out important work assignments. Make yourself and your work visible.
- **Communicate Effectively** – Discuss with your Manager what you want to achieve, ask for feedback.
- **Promote Yourself** – Lobby yourself and your work. Don't be afraid to speak about your work and accomplishments.
- **Develop a Career Plan** – Build skills to take you where you want to go; understand your strengths and where you want to improve.

# What is the Best Way to Find out about these Rules?

- Observe others in the organization.
- Look at what is acceptable behavior and what isn't.
- Watch who is advancing and who is not.
- Ask questions about internal culture.
- Seek feedback on your own behavior.

That's Celia's mug!



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It's important to get to know the  
unspoken rules of office life....

# 10 Mistakes You Should Never Make When Starting a New Job

1. Don't show up late
2. Don't dress unprofessionally
3. Don't blow off orientation
4. Don't expect hand-holding
5. Don't ask co-workers to do your work
6. Don't take too many personal calls
7. Don't ask for more money
8. Don't try to change things
9. Don't be dishonest
10. Don't be afraid to ask for help

# Managing the Anxiety of Starting a New Job

1. Acknowledge that it is a big change
2. Change anxiety is normal
3. Work like you are in a fish bowl
4. Be a model worker
5. Pay attention to culture
6. Be very open to direction and feedback
7. Take initiative

# The Worst Errors That Employees Make

1. Backstabbing
2. Gossiping
3. Taking credit for someone else's work
4. Having emotional hijacking
5. Announcing the you hate your job
6. Bragging
7. Telling lies
8. Eating smelly food
9. Burning bridges

## 20 Tips for Starting a New Job!

1. Identify star performers.
2. Be cautious about who you align yourself with.
3. Associate with positive people.
4. Assess your managers preferences and expectations.
5. Keep your supervisor apprised.
6. Seek input and assistance.
7. Make it a habit to arrive earlier and or stay later.
8. Email your manager early and or late in the day.
9. Strive for perfect attendance.
10. Develop cooperative working relationships with staff at all levels.

## 20 Tips for Starting a New Job! Cont.

11. Scout interfacing or attractive departments.
12. Solicit feedback periodically and respond positively to constructive criticism. Make it clear – Self Improvement.
13. Create a professional development plan.
14. Join National and Regional Professional Groups.
15. Review your Social Media imprint.
16. Update your LinkedIn profile.
17. Identify potential mentors.
18. Mentor former colleagues who are unemployed or junior.
19. Express gratitude and maintain contact with references etc.
20. Investigate local volunteer opportunities.

## Other Things To Consider

1. Be mentally prepared
2. Have a good attitude
3. Keep an open mind
4. Pay attention to details
5. Ask questions
6. Be friendly to everyone
7. Determine your goals

## 8 Nuggets of Wisdom

1. Try new things
2. Don't be afraid to fail
3. Talk to strangers
4. Be willing to change
5. Don't confuse having an opinion with having a thought.
6. Don't get hung up on perfect
7. Be selfish
8. Celebrate every milestone

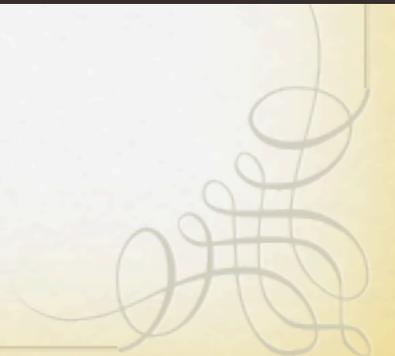
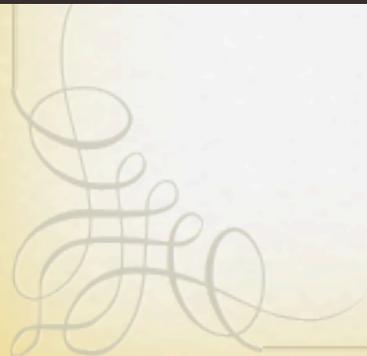
# Habit Change

- If you are trying to feel comfortable at the office, change can be one of the hardest adjustments.
- By improving how well you form new habits, you will get used to your new environment faster.
- Your life today is the sum of your habits.
- How in shape or out of shape are you? A result of your habits.
- Every habit you have, good or bad, should follow the same process.

## The 3 R's of Habit Change

- **Reminder** – The trigger that initiates the behavior.
- **Routine** – The behavior itself, the action you take.
- **Reward** – The benefit you gain from doing the behavior.

# THE 3 R's OF HABIT FORMATION



# The 3 R's of Habit Change

All habits form by the same 3-step process. Here's an example: the traffic light turns green, you drive through the intersection, you make it closer to your destination. Reminder, routine, reward.

(Graphic based on Charles Duhigg's "Habit Loop" in *The Power of Habit*. Created by James Clear.)

## 5 Ways to Boost Confidence in Your New Job

1. Relax – Your body is a great mirror for how your mind is.
2. Remember why you are there – Among all of those candidates you were selected and the best person for the job.
3. Trust the process – In any new job there is pressure to perform. Give best solutions and right answers.
4. See them as people too – Part of the fear of starting a new job is comparing yourself to others and thinking everyone around you is better in some way. They know more....
5. Normalize New – Simply put, new is scary

# Hitting the Ground Running

- 1. Don't Try To Be Somebody You Are Not** – Remember, you would not have been hired if you weren't exceptional. Be true to who you are, be comfortable being who you are and let your voice be heard.
- 2. Be Comfortable Not Knowing The Answer** – The questions you ask are more important than the answers you receive. Be intellectually curious. Ask about everything.
- 3. Don't Be Afraid Of Making A Mistake** – In any job there will be things you don't know and things outside of your comfort zone. Don't shy away from these, lean into your learning zone. Treat failure the same way you treat success, as an opportunity to learn!

# Hitting the Ground Running Cont.

- Starting a New Job is Never Easy. If you are true to yourself, ask questions and aren't afraid to make mistakes. You will prove to yourself and to your employer why you are exceptional!