

What to do in the first 90 days of a new job to cue success

CAREERS

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When starting a new role, workers can get set for success by making the most of their first 90 days.

Leadership specialist and founder of BoldHR Rebecca Houghton says many workers enter a role inspired to hit the ground running but find time slips away before they can make their mark. She recommends making a plan and sticking to it.

FIRST 30 DAYS

Career and capability development expert Amalia Chilianis, author of

Work-a-holistic: A practical guide to changing your career, says most employers expect workers to take at least four weeks to ease into a new job. "After this amount of time they would expect a new hire to understand, and be able to action the fundamental tasks and apply the basic knowledge required," she says.

"More complex tasks or in-depth knowledge will take longer."

Chilianis advises workers get to know their manager, colleagues and key customers.

"I'd also recommend trying to make one friend, as it only takes one friendship in the workplace to not feel lonely, and happy people are more productive so everyone wins."



Amalia Chilianis.

Houghton says leaders should spend their time talking to and engaging with their team, other

leaders in the business, and key stakeholders. "Have a series of meetings and coffees to get a handle on the current state of things from their perspective and what the business priorities look like," she says.

THE SECOND MONTH

By now, Chilianis says workers should have a good grasp of key deliverables and be able to action them. "Continue to build on the key relationships and make sure you clearly understand what is expected of you, as well as what you still need to learn," she says.

"A good way to stand out or make a good impression is to demonstrate a strong willingness to

learn, and enthusiasm. If you can get one or two quick wins at the end of your second month, you're doing great."

THE LAST FOUR WEEKS

Chilianis says there will still be more to learn but workers should start feeling like a valued member of the team. She says throughout the first 90 days, workers should avoid referring to previous employment.

"Talking about how you did things there can put others off-side," she says. "Start with an approach of seeking to understand first and then offer ideas and opinions of how things can improve."