CAREER SERVICES
~ Navigating Your Success

UW River Falls

Succeeding in Your Career

The same feelings of being the "new kid on the block" you may have experienced when you began college can return as you enter a new company or organizational setting. Here are some tips from recruiters to help employees build a strong foundation.

Learn everything you can about the organization
Read all those e-mails that have corporate information. Read all the company magazines, annual reports, and study the organizational charts. Figure out what the company does and how they do it.

Ask a lot of questions
As you enter a new environment, do not be afraid to ask people about what they do and how they do it. Individuals in your organization understand you are new and are available to help you become successful. If you ask questions, it will ease your transition. Asking questions also develops your understanding of company culture, technical issues, and the organizational structure.

Be an active listener
Your role is to be a sponge and soak up as much information as possible.

Seek feedback
Ask your managers and peers to comment on your performance and provide suggestions for improvement.

Find a mentor
Really reach out to mentors within the company to help you, because there are going to be tough days and tough times, no matter who you work for.

Volunteer for projects that help you gain experience
You will learn a lot by working on an array of projects with a variety of team members.

Expect to work extra hours
Initially, you may spend more time just figuring out how to accomplish simple tasks. You need to start at the bottom and work your way up, but your hard work will be appreciated.

Get to know the people inside and outside of your department
You will come into contact with an assortment of people, and they will be helpful contacts as you work your way through the organization. Meet as many people as you can and learn about their role within the organization.

Seek opportunities for professional and personal development
This will be beneficial for future advancement both with your current organization as well as fulfilling long-term career goals.

Be nice to everyone
Administrators, mailroom staff, etc., can have influence beyond what their titles would indicate. Do not get wrapped up in all the office politics. Be friendly and do a good job.

Be in it for the long haul
Think of your career as a marathon, not a wind sprint. Anything worth having, whether it is a career or a relationship, takes work and does not come easy.

Have fun
If you go into a job—or any environment—that’s not fun, look to yourself, not others, to make it fun. Work hard, play hard!