

Keys to Workplace Success

Transitioning From College To The Job

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CAL STATE LA
CAREER DEVELOPMENT CENTER

Step #1 Getting The Job – The Hiring Process

- **Resumes and Interviewing**

- The Hurdles and the Gatekeepers
- Primary Purposes

- **Do These Well (and the payoff is great)**

- Resumes – Informative, concise, error-free
- The Interviews – Prepare well and practice, practice, practice

- **The Career Development Center**

- Online and in person tools and resources

Why Good Grades Matter

- **Shows Employers That:**
 - You know how to work hard
 - You have the ability to learn
- **Studying Hard Builds Mental Stamina**
 - Needed for the job
 - Problem solving and perseverance

The Keys to Workplace Success

- **Know Your Stuff**
 - Whatever your assignment, own it. Understand it and be the source for answers.
 - Responsibilities will increase as you prove yourself.
- **Work Hard**
 - It's a conscious decision.
 - Have a sense of urgency; an eagerness to get things done.
- **Communicate (regarding your assignments)**
 - Keep others informed about project(s') status.
 - Provide early notification if problems or running behind schedule.
- **Be a Team Player**
 - Get along well with others.
 - Help everyone (they will help you later when needed).
 - Enjoy working with others and be someone others enjoy working with.

Six Tips for the First 90 Days (CGMA / Robert Half article 3/29/16)

- 1. Show up early** – Allows time to settle in and start on time. Dependability is a must.
- 2. Be a sponge and take it all in** – Learn about your firm's ways before suggesting changes.
- 3. Ask for help** – Seek assistance when needed. Take notes to avoid repeating questions. Request performance feedback from your boss.
- 4. Observe the corporate culture** – Be aware of and learn written and unwritten dos & don'ts.
- 5. Say “thank you” (and “please”)** – And be sincere.
- 6. Get to know your colleagues** – Have lunch or coffee to gain insights, look for ways to assist them.

Attitude – The Most Important Thing

- **Work hard – TCB**
- **Be flexible**
 - Your boss will not always know everything
 - Priorities and directions will change
- **Stay positive**
 - Persevere and be a solution-finder
- **Be polite and respectful; help others**

Workplace Communications

- **E-Mails and Memos** – Know how to write well – good grammar, concise, proofread. Take a Business Writing course.
- **Phone Calls** – Be professional. Listen well and speak clearly.
- **In Person – Most Important** – Make eye contact. Wait for others to finish speaking. Resolve conflicts in person if possible (Be first to apologize sometimes).
- **Importance of relationships** – Be someone others like working with; help others.
- **Be polite** – Say please and thank you. Costs nothing and goes a long way.

Persistence and Perseverance

- **Mistakes, temporary failures and setbacks**
 - Everyone has them
 - Acknowledge them (apologize), learn from them, regroup and move on
 - Keep working hard and avoid making the same mistake
 - Your overall evaluation and success will be determined by longer-term performance

Offsetting Workplace Stress

- **Eat well and get proper rest.**
- **Exercise regularly – Direct offset to workplace stress.**
- **Enjoy yourself – Have good balance. Socialize and have fun.**



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Questions?

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