



TenStep Supplemental Paper

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Fast Track Self-Induction

With employees changing jobs more often than ever, HR has a considerable number of new employees being inducted at any point in time. Some organizations have a 90-day probation period. However, because of rapid technological changes and tough competition, the pace of business has increased. Organizations can no longer spare such a long time for the new hire to settle in.

The rules of success at work have been redefined; it is not enough to just perform when deadlines must be met. Employees are often hired and fired within a matter of weeks. Linda Seale, head of the Seale Group, has developed a plan to help an employee ease into a new working environment in 60 days.

First 14 days: Socialize and get to know at least four people

Leave your comfortable cubicle and meet with people who can share the hidden rules of success in the organization. Look for and meet the regulars (your teammates and people with whom you have a regular contact), the deal-makers (project leaders), and the potential mentors.

First 30 days: Self review meeting with the boss

New hires often fail to check in with their boss about how they are performing. Often, the boss also assumes the employee is doing what is expected without ever formally communicating these expectations.

First 45 days: Define your job

After working for 45 days, the new hire should have a reasonable idea of his or her job responsibilities. The original job description given to the new hire often differs from the actual work done by the employee. List all the activities you perform and then meet with your boss to create a real-world job description that you both agree upon.

First 60 days: Get something done

Choose and complete projects that make sense within the deadline. The project chosen should reflect your potential and skills. This is a great opportunity to prove to the top management your value to the organization.

Next 60 days: Reboot

Whether it's a new job or the same job, the next 60 days in the career should be treated the same as the first 60 days. After all, every day on the job is a challenge.