

## NEW JOB ASSIMILATION

New job assimilation is often the biggest culprit in the failure of a new employee. Clearly, new employees don't take a new position intending to fail. Yet, according to search firm professionals in ExecuNet's annual survey, nearly 16% of executives fail in their first year on the job. Nearly 40% won't make it past the first 18 months!

Great emphasis has been placed on performance management and reward systems, and employers are becoming increasingly sophisticated in recruitment efforts. However, it is the thoroughness of the assimilation process that ultimately determines whether a new hire succeeds or fails.

So what can you do to give yourself the best chance of succeeding in a new role? It is important to realize that assimilation is a two-way process. Successful new hires take ownership of and responsibility for their assimilation into a new company and don't merely leave it in the employer's hands. Here are some things to consider...

### **Focus on relationships**

Critical to assimilation are the relationships developed at the beginning of your tenure. Look to build relationships inside and outside the company, and to develop coaches, mentors, and confidants. These individuals will have an interest in you and a vested interest in your success.

Joining a new organization should be an enriching experience – you have the opportunity to start afresh and avoid past mistakes. As part of your assimilation, demonstrate that you are trustworthy. If you say you'll do something, do it. Volunteer to get involved and help others. Recognize other people's efforts. Don't self promote, but keep people appropriately informed of your activity. Be a receptive listener, willing to accept feedback.

Rather than worrying about what you're going to say, focus on what others are saying. When your attention is on something or someone other than yourself, your self-consciousness will disappear and others will be more likely to remember and appreciate you.

Good conversationalists know the importance of listening. It conveys a natural interest in others and enables you to be more aware of what to say to keep the conversation and information flowing.

Pay attention as people introduce themselves. Addressing them by name during the current conversation will increase your chances of remembering their name at a later date.

### **Have a plan**

Develop a plan to map your assimilation and progress toward targets. Identify thirty-, sixty-, and ninety-day plans. Plan to learn. Study the company history and learn the business. Get to know the market and your competition and link this knowledge to your role and responsibilities. Measure your progress against your plan and ask others for feedback.

It is important to realize, although your first 90 days will probably be the most formative, assimilation never really stops. Your plan should continue throughout your career.

### **Assimilating into Your New Position**

- Understand the corporate culture

*8044 Montgomery Road Suite 260 Cincinnati, Ohio 45236*

*Direct: 513-366-3760*

*Website: [www.centennialinc.com](http://www.centennialinc.com)*

- Build alliances and influence others
- Determine and align expectations
- Focus on early impact projects

**Maintaining Your Career Momentum**

- Continuously survey your professional environment
- Occasionally redefine your professional objectives
- Always have a communications strategy
- Manage your professional reputation