

# Assess

- Meeting EXPECTATIONS
- Your FIT

First 30 Days	First 60 Days	First 90 Days
<p><u>Understand:</u></p> <ul style="list-style-type: none"> <li>• Your role</li> <li>• Your responsibilities</li> <li>• Your deliverables</li> <li>• Your core team</li> <li>• How to communicate with your boss</li> </ul> <p><u>Meet</u></p> <ul style="list-style-type: none"> <li>• Core team members</li> <li>• Peers in related functions</li> <li>• Senior managers</li> <li>• Group assistant</li> </ul> <p><u>Set up</u></p> <ul style="list-style-type: none"> <li>• Your office</li> <li>• Equipment, phone, emails</li> </ul>	<ul style="list-style-type: none"> <li>• Have lunch with team, peers, senior members</li> <li>• Ask “dumb” questions with people who are “supporters”</li> <li>• Determine who can be your advocates, mentors</li> <li>• Assess who are the networkers (know-it-all)</li> <li>• Find relevant affinity groups and join them</li> <li>• Join professional / social organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Accomplish deliverables with useful constructive feedback</li> <li>• Ask for feedback from boss and core team members</li> <li>• Understand how the “process works”</li> <li>• Have met key stakeholders</li> <li>• Established a support network</li> <li>• Understand your work cycle</li> </ul>