

# Carol Poore's Career Tips for Millennials – and for everyone!

*(Especially helpful if you're working in a large organization...)*

## Learn the landscape

1. Take time to get to know the culture and company "landscape."
  - ✓ Staff meetings for example – listen and learn in staff meetings and other gatherings. Do not spew your knowledge about all the things you know nothing about!
  - ✓ On the other hand, when you have a relevant point, speak up!
2. Do not start any e-mail or correspondence with "Hey" or "What's Up?"...
3. Study the trends in your organization and industry. Keep up on the organization's and industry's news. Know the TOP TRENDS and TOP ISSUES your org faces, and why.
4. Know who you report to, and the structure of the organization AND the entire university. Get the org chart and study it. You will be surprised at HOW MANY PEOPLE do not know the org chart and how the business or university is run.
5. Take advantage of employer benefits as soon as possible – tuition reimbursement, etc.
6. Working with "experts" of any kind (physicians, academics, engineers) takes humility and patience. Do not overreact when they freak out because something's not perfect!

## Personal Life and Boundaries

1. You should be seen as everyone's "friend, teammate, and trusted colleague."
2. Be wise as a snake, but harmless as a dove...
3. Do not gossip. Just don't!
4. Keep your private life private – now and always!

### OK to discuss:

- ✓ Sports, culture, your community service, big vacations, topics related to work, anything that shows you're successful and diligent.

### Not OK to discuss:

- ✓ Your complete social life last weekend, your partner's relationship with you, your money or financial hardships or issues, a fight you had with a friend, something really stupid that you did that or that you are embarrassed about... bottom line, do not share overly personal information! This could haunt you later.

## E-mails

1. Do not write anything you wouldn't be proud to see on front page of the Arizona Republic or any other newspaper.
2. Whenever you are "cc"ed, you should reply to all.
3. Always resolve conflict in person, NOT over e-mails.
4. Assume ANY E-MAIL you send WILL BE and COULD BE forwarded. Nothing is private. Some people forward e-mails to get their colleague in trouble! Sometimes e-mails are forwarded to provide many recipients the same information rapidly.
5. Never use company e-mail for your private business. Use your PRIVATE e-mail system for personal e-mails and personal business.

## **Performance Targets, Goals and Self Promotion**

1. Know your performance targets, and MEET or EXCEED them!
2. Keep in touch with your boss to inquire how you're doing – are you meeting goals, expectations? (etc.), and what else can be accomplished.
3. Work with your boss, and define an EARLY, short-term win. Let your boss and others know when you've achieved it. Then, develop more goals for your NEXT wins!!!
4. Promote your accomplishments by completing a weekly (or periodic) report.
5. Thank others and copy others when you have PRAISE or THANKS to share.

## **Report writing and providing context**

1. If you provide a report, always provide adequate context as background. Do not plunge into an e-mail without the appropriate information. (Example... “regarding our meeting yesterday, I’m following up with a few ideas”...etc.)
2. Any proposal has a few basic ingredients:
  - Overview or Background
  - Problem being solved, based on research or data (evidence)
  - Proposed Solution or Program
  - Target Audience
  - Program Goals
  - Budget and Timeline (schedule)
  - Measurement (how will success be measured?)
  - Recommended next steps.

## **Office Politics**

1. They happen. Each situation is a bit different. Learn how to wisely respond.
2. Do not be overcome with sadness or anger – understand that office politics are normal and are part of the “game” in any organization.
3. Do not stoop to the level of toxic office workers. Always take the high road.
4. Give yourself a good night's sleep when something is really bothering you.

## **Attire**

1. Dress professionally. (Ladies, no cleavage, no risqué outfits. Guys, no chest hair! Ewwww...)
2. Dress of the job you aspire to.
3. Create your own brand image through your attire. Be consistent with your special style!