IU LUDDY SCHOOL OF INFORMATICS, COMPUTING, AND ENGINEERING
CAREER SERVICES

Full-time Job Checklist – First Few Weeks On The Job

Congratulations on securing a full-time job! This experience is the start of a great career and an opportunity for you to apply your skills, gain industry insights, build professional relationships and learn more about what you value and want as you navigate your career path. In order to get off to a solid start, consider the following tips tailored to students of the Luddy School of Informatics, Computing, and Engineering at Indiana University:

Before You Start your Full-Time job

☐ **Set Clear Goals**

Define what you hope to achieve during your first few months on the job. Whether it's mastering a specific programming language, learning about a new technology, or simply getting the hang of your new role, having clear objectives will guide your experience.

☐ **Research the Company Culture**

What is the dress code? Do you need to purchase any office supplies or items that will aid in your transition? Will you have your own office or a shared workspace?

☐ **Review Company Policies and Procedures**

Take the time to review the company's policies and procedures, including those related to attendance, time-off requests, communication protocols, and code of conduct. Understanding these policies will help you navigate the workplace more effectively.

☐ **Understand Your Company Benefits**

Read over all the materials you have received, check out the company website and get familiar with all the options available to you. You will have a short window of time to make your insurance and retirement selections, so having as much information as possible will help you make those decisions. Consult with seasoned professionals such as family and friends, as well as your Luddy Career Services Office (remember – you have access to Luddy Career Services for life!)

☐ **Plan Your First Day**

How will you get to work? Where will you park? What time do you need to be there? Should you bring your own lunch? Where and to whom do you report on your first day?

☐ **Polish Your Skills and Prepare for Training**

Brush up on relevant technical skills and tools that you'll be using on the job. Take advantage of resources such as online tutorials, workshops, or courses offered by the Luddy School. Is there anything you need to do to prepare for training?

☐ **Report Your Full-Time Position**

Luddy Career Services gathers employment data from our students to provide insights into the career paths and successes of Luddy students. This information is kept strictly confidential and aggregated, ensuring that no personal details are disclosed. Please report your opportunity in our reporting platform, 12twenty. The first time you log in, you will have to confirm a couple of profile fields, but you should be prompted to report your internship details! We appreciate details such as where you located your full-time position (a career fair, LinkedIn, Handshake, etc.), your pay, the company's location, etc.

During Your First Few Days

☐ **Be Proactive**
Take initiative in seeking out tasks and projects. Don't wait to be assigned work; instead, express your eagerness to contribute and learn. Volunteering for assignments demonstrates your enthusiasm and initiative.

☐ **Ask Questions**
Don't hesitate to ask questions when you're unsure about something. Your colleagues understand that you're there to learn, and asking for clarification shows your commitment to understanding and doing your best work.

☐ **Network**
Take advantage of the opportunity to network with professionals in your field. Attend company events, team meetings, and social gatherings to connect with people beyond your immediate team. Building relationships can lead to mentorship opportunities and building great relationships with your coworkers.

☐ **Ask for a Check-in Meeting with Your Supervisor**
If it's not already offered, reach out and see if you can meet with your supervisor to understand expectations, team norms, and key people. It shows your willingness to learn and that you are taking your role seriously.

☐ **Make Sure You Understand Expectations**
Read through your contract, employee handbook and any other materials that outline job expectations. If you have questions or concerns, reach out to your supervisor or colleagues for clarification. It is better to have all the information than unknowingly make a mistake or miss a requirement.

☐ **Explore Company Groups You Can Join**
Are there groups you can join based on shared interests (running groups, social clubs etc.) These can be a great way to get involved, meet new people and socialize with like-minded people!

After Your Internship

☐ **Show Your Appreciation**
Take the time to send personalized thank-you notes to colleagues, mentors, or supervisors. Expressing gratitude for the opportunity is a simple yet impactful way to leave a positive impression. These notes can be sent via mail if addresses are available or distributed in person on your final day at the company.

☐ **Connect on LinkedIn**
Don't forget to connect with coworkers and individuals who supported you during your internship. If you cannot send personalized thank-you notes via mail or in person, include a personalized message when sending a connection request on LinkedIn.

☐ **Reflection**
What have you learned so far? What questions do you have? What are you enjoying most about your work?

☐ **Set Goals for the First Year**
Now you have a better idea of your role and expectations, what goals do you have for your first year?

Seek Feedback

Actively seek feedback on your work performance. Regular check-ins with your supervisor or mentor can provide valuable insights into your strengths and areas for improvement. Use feedback as a learning opportunity to grow professionally.

Arrange Coffee Chats with Coworkers and Potential Mentors

Reach out and get to know people, learn from their experiences and build relationships!

Explore Professional Development Opportunities

Do you have professional development funds that you can access to attend conferences within your field or take additional training/certifications? This can be a great way to build your skills and gain additional knowledge that will look great on your resume and may help position you for future promotions.

Establish a Healthy Work-life Balance

Try to find a good balance between volunteering for extra projects and working after hours while maintaining time for yourself and what is important to you in your personal life. Set healthy boundaries that are in line with your company's expectations and give you plenty of time to recharge so that you can show up as your best self at work!

Work with Career Services to find your career.

Whether you're a freshman looking to explore career paths or a senior on the job hunt, our team has the resources and expertise to assist as you enter the workforce.

Visit Handshake to set up an advising appointment or to register for one of our events. Our office is open 9am – 4pm Monday through Friday.

Contact Us

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