Making the Transition from Student to Employee

Be positive about yourself and your abilities and about your employer, but don't be a hotshot know-it-all. There may actually be a few things you haven't learned yet, and there are probably valid reasons for practices that appear, at first glance, archaic.

Be observant. You can learn a great deal about acceptable dress just by watching what your co-workers wear. You can also learn whether the working environment is casual, with much informal visiting, or strictly professional. Check how people communicate; is information given verbally, or are memos used? Also, what kinds of behavior are noticed, both favorably and unfavorably?

Establish a good relationship with your boss. If in doubt, ask what he or she prefers to be called. When you aren't sure of policies or procedures, ask questions. Talk about his or her expectations of you, about your duties and responsibilities, about overall goals. Try to understand his or her viewpoints and concerns. Observe your boss' priorities; for example, is a neat desk important? Be loyal; if you can't say something positive, say nothing at all.

Managers and supervisors say that they look first for competence in the people working under them. Congeniality and cooperativeness are next in importance. Supervisors want people who care about the needs of the organization and who have realistic expectations about their career progress; entry-level jobs usually have their dull moments and routine duties, and you will have to bear with them cheerfully. Self-starters who are responsible are a real asset to any organization, as are people with the ability to communicate. Keep these traits in mind, and work to improve in the areas where you may be weak.

You will inevitably make some mistakes, but don't let them throw you. Remember that your boss believes you can do the job; otherwise you wouldn't have been hired. And he or she wants you to succeed; the hiring process is time consuming and expensive.

Congratulations On Your Job Offer!!

Do you remember wondering, before you ever came to UIC, about the jobs UIC graduates get, and what salaries they are offered? Many prospective students - and their parents! - ask these questions, and the answers help us recruit new students. Reporting job offers and acceptances is voluntary at UIC. You will be given a short questionnaire as part of your check-out procedure at graduation time. The information you provide is confidential and will not be reported in any way that reveals your identity ... and you can do UIC and our prospective students a real favor by reporting your post-graduation plans by filling out the form on the next page, clipping it out of the manual, and returning it to career services.