

# Transition to the Workplace

## A guide to creating a successful transition from Graduate to professional

So ... you have just found out you have a new job! Congratulations!

How are you feeling about getting a new job or going out into the world of work as a professional for the first time? And how has Covid-19 effected the way you feel or your plan to get a job?

Covid-19 has certainly had an impact on the employment landscape with consequences for Graduates. For example, a decline in the number of Graduate roles advertised in some industries, it is taking longer to find roles in their chosen field, or alternatively they are having to look in industries they may not have considered before or having to think about alternative ways of working ie portfolio or contract work.

This means, as a Graduate ...

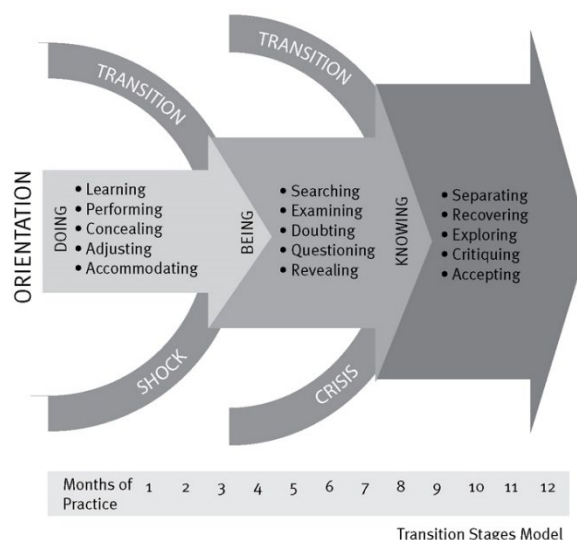
- You will need to remain positive and focused
- Reframe your existing skills and think about your transitional skills to move into other roles/industries
- Seek volunteer roles or upskill by continuing your education/short courses/on-line PD
- Networking will be vital in finding work that is not advertised

It's important to show your potential employer your tenacity and what you did during the months/years following Covid-19 - it will speak volumes about the type of person you are and whether or not you are the type of employee the employer wants as part of their team.

### New Graduate Transition Model

While you may be thinking you are the only Graduate out there that is potentially feeling a little nervous... be rest assured you are not! There are theoretical models to prove that transition into the 'real world' is a real process, in which Graduates move through several stages in order to feel competent and confidence in their new environment.

This useful model below is based on the 'Professional role Transition for Nurses', by Judy Boychuk Duchscher and is a helpful way of not feeling overwhelmed. Employers are not expecting Graduates to know everything as soon as they enter the job. There are certain stages Graduates will go through and gain skills while they travel through each one, from first entering the workforce as a new Graduate to progressing to an established employee.



Source: Duchscher n.d.



## How do I make a good first impression from the “Get-go”?

- Take on responsibilities, give it a go even if you haven't done that task before – be keen!
- Go the extra mile
- Be professional with everyone
- If you don't know the answer to something – ask
- Make the most of your trial period (if you have one)
- Be on time, turn up
- Ask people questions
- Build genuine connections
- Think of outside the box approaches
- Be courteous to everyone, including the mail delivery people, word spreads ...
- Look professional - it takes 2 seconds to make a visual impression and 30 seconds to confirm it
- Is your clothing a representation of your confidence, personality and capability?
- Be mindful of your body language – it will speak volumes without you even knowing. 50% of your communication is through your body language

## Once you have transitioned successfully into your new role...

Think about your on-going development and the future goals you want to achieve. Remember, it is no longer the responsibility of the company to look after your professional development – it is down to you. For your ongoing development, here are some ideas:

- Develop a mentor relationship/s
- Keep a record of what you do that contributes to the team/organisation
- Join a professional association, attend events and network
- Network through colleagues and personal contacts
- Attend work social events eg. take part in the social netball team
- Keep up to date with latest developments by reading industry magazines and resources relevant to your field of expertise
- Look for opportunities to up skill or gain skills in areas where you think you are lacking or see what skills are required in the future

## What if?

Sometimes things do not go according to plan or as well as you would have hoped ... so what do you do? How do you know things are not working out for you?

- Recognising and acknowledge when you are feeling stressed and finding ways to deal with this. A little of stress can be ok, but feelings of being overwhelmed and not being able to cope are not – seek help
- Get information, help and know where to go for support within your organisation. Talk to your mentor, HR department or someone you trust
- Keeping records and diary of your achievements
- Know your rights – look at your contract as well as employment websites (eg. [www.employment.govt.nz](http://www.employment.govt.nz))
- Decide whether or not you are going to try and solve the problem or to move on to a new job
- Constructive conflict resolution – understand how this process works in your company
- Start looking for a new job and ensuring a smooth transition to a new job – remember to be professional. NZ is a small place and you don't want to 'burn your bridges'
- Remember there are plenty of support services here at Unitec to guide you

**Ko te pae tawhiti, whāia kia tata; ko te pae tata, whakamaui kia tīna**

**Seek out distant horizons and cherish those you attain**

