After Athens: Life After UGA
The University of Georgia Career Center
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Introduction

It’s time to consider the upcoming transition from college to a career. There are many new expectations, new experiences, and plenty of changes to prepare for. Taking the time to consider what you want in a job is not only beneficial to that transition but it can be crucial to your success. As an individual we all have different values and expectations. How do these fit with your future workplace? This guide will help you identify ways to navigate the upcoming changes that you will experience as you transition from student to professional. These changes will occur in both your personal and professional lives, and we have resources and information to help you.

Making Decisions About Your Future

At some point during your job search, you may be faced with the dilemma of choosing between two or more job offers. While this is a great problem to have, it can also be a difficult process to evaluate the offers and make your final decision. Even if you are only facing one offer, you may still have a difficult time figuring out whether or not that one job is really going to be the best fit for you. When dealing with job offers, it is important not to make hasty decisions. Be sure that you take the necessary time to look closely at each offer and carefully think about what you are looking for in a job, company, supervisor, etc. Once you do that, you will hopefully have enough information to make an informed decision.

In the next couple of pages you will find a variety of factors to consider and questions to ask that will help you work your way through a job offer. While you may not closely consider every point listed for every job offer that you receive, this will at least give you an idea of what kinds of questions you should be asking, and what information you may need in order to make the best decision for you.
What do you value?

VALUES CHECKLIST

This checklist will help you assess and rank your personal values in a way that will allow you to see what is most and least important to you. Once you know what factors you value the most, selecting the job offer that matches those values will be much easier. Look at each value below and put a check in the box for each one, indicating if that value is not important, neutral, or important to you in the work environment. When you make your final decision on a job, be sure that it includes some, if not all, of your top work values.

<table>
<thead>
<tr>
<th>Work Values</th>
<th>Description</th>
<th>Not Important</th>
<th>Neutral</th>
<th>Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variety</td>
<td>Being involved in several activities; changing from one activity to another often; having new experiences</td>
<td></td>
<td></td>
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<tr>
<td>Accuracy</td>
<td>Doing things in a correct and precise manner; being exact</td>
<td></td>
<td></td>
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<tr>
<td>Independence</td>
<td>Being free to make decisions and plans using your own judgment</td>
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<tr>
<td>Adventure</td>
<td>Doing exciting things that often involve the unexpected, danger, or risk</td>
<td></td>
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<tr>
<td>Routine</td>
<td>Doing something the same way each time</td>
<td></td>
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<tr>
<td>Interaction</td>
<td>Being involved with people; sharing ideas; developing plans; being part of a group</td>
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<td></td>
<td></td>
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<tr>
<td>Mechanical</td>
<td>Working with things, objects, tools, and machines</td>
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<td></td>
<td></td>
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<tr>
<td>Creativity</td>
<td>Developing new things or ideas; doing things in a new way</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Social</td>
<td>Helping others and being concerned about their needs</td>
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<td></td>
<td></td>
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<tr>
<td>Production</td>
<td>Using your physical skills to work on or make things</td>
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<td></td>
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<tr>
<td>Leadership</td>
<td>Planning activities and managing the duties of others</td>
<td></td>
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<tr>
<td>Scientific</td>
<td>Experimenting, testing, and trying things</td>
<td></td>
<td></td>
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<tr>
<td>Communications</td>
<td>Presenting ideas through speaking or writing</td>
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<td></td>
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<tr>
<td>Business</td>
<td>Selling or promoting an idea, product, or service to people</td>
<td></td>
<td></td>
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<tr>
<td>Expression</td>
<td>Interpreting and expressing feelings, ideas and information</td>
<td></td>
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<tr>
<td>Influence</td>
<td>Influencing the thinking and behavior of others by providing ideas and information to change their opinions and attitudes</td>
<td></td>
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<tr>
<td>Recognition</td>
<td>Achieving acceptance, acknowledgement, appreciation, renown</td>
<td></td>
<td></td>
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<tr>
<td>Economic Reward</td>
<td>Receiving good pay, fringe benefits, and economic incentives</td>
<td></td>
<td></td>
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<tr>
<td>Prestige</td>
<td>Performing work that provides standing in the eyes of others and evokes respect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power</td>
<td>Being in authority, directing others, and making important decisions</td>
<td></td>
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</tbody>
</table>

YOUR VALUES

What are you looking for in a job? What are your non-negotiables? What are your deal breakers?

List your top 3 values from the values above.
SKILLS CHECKLIST

Use this checklist to identify which skills you possess by circling those that best define you. This is a self-inventory. Your educational experiences and work relevant activities, as well as your personality should be the basis for this rating. When looking for jobs, focus on those that will allow you to incorporate some of your best skills into your everyday work.

<table>
<thead>
<tr>
<th>Helping Others</th>
<th>Selling</th>
<th>Observing</th>
<th>Customer Service</th>
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<tbody>
<tr>
<td>Time Management</td>
<td>Initiative</td>
<td>Researching</td>
<td>Implementing</td>
</tr>
<tr>
<td>Team Work</td>
<td>Consulting</td>
<td>Planning</td>
<td>Training Others</td>
</tr>
<tr>
<td>Creativity</td>
<td>Entertaining</td>
<td>Listening</td>
<td>Writing</td>
</tr>
<tr>
<td>Empathic</td>
<td>Artistic</td>
<td>Advocating</td>
<td>Computer Skills</td>
</tr>
<tr>
<td>Debating</td>
<td>Reading</td>
<td>Mechanical Use</td>
<td>Prioritizing</td>
</tr>
<tr>
<td>Coaching</td>
<td>Inventing</td>
<td>Teaching</td>
<td>Collaborating</td>
</tr>
<tr>
<td>Motivating</td>
<td>Delegating</td>
<td>Public Speaking</td>
<td>Organizing</td>
</tr>
<tr>
<td>Spatial Perception</td>
<td>Exploring</td>
<td>Language Use</td>
<td>Clerical</td>
</tr>
<tr>
<td>Debating</td>
<td>Numerical</td>
<td>Diplomatic</td>
<td>Reviewing</td>
</tr>
<tr>
<td>Performing</td>
<td>Computing</td>
<td>Calculating</td>
<td>Advising</td>
</tr>
<tr>
<td>Negotiating</td>
<td>Examining</td>
<td>Abstracting</td>
<td>Investigating</td>
</tr>
<tr>
<td>Conceptualizing</td>
<td>Detail Oriented</td>
<td>Budgeting</td>
<td>Learning</td>
</tr>
<tr>
<td>Designing</td>
<td>Analyzing</td>
<td>Critiquing</td>
<td>Manual Dexterity</td>
</tr>
<tr>
<td>Interpersonal Skills</td>
<td>Conflict Resolution</td>
<td>Adapting</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>Collecting Data</td>
<td>Innovating</td>
<td>Goal Oriented</td>
<td>Networking</td>
</tr>
<tr>
<td>Practicality</td>
<td>Building/Repairing</td>
<td>Crisis Intervention</td>
<td>Marketing</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>Competing</td>
<td>Composing</td>
<td>Dancing</td>
</tr>
<tr>
<td>Repairing</td>
<td>Dramatics</td>
<td>Cooking</td>
<td>Persuading</td>
</tr>
<tr>
<td>Communicating</td>
<td>Supervising</td>
<td>Flexibility</td>
<td>Leadership</td>
</tr>
<tr>
<td>Supervising</td>
<td>Counseling</td>
<td>Mentoring</td>
<td>Coordinating</td>
</tr>
</tbody>
</table>

YOUR SKILLS

What skills would you like to use in your job?
What skills do you enjoy using the most?
What skills are you lacking and how could you go about gaining those skills?

List your top 3 skills from the skills checklist above.

________________________________________________________________________________________
THE POSITION

Now that you have assessed your values and skills, let’s determine if a specific position is a good fit for you. Answer the following questions; then consider your responses both prior to applying to the position, and also in the decision-making process following an interview. These reflections will help you choose a job that is right for you.

Primary Responsibilities

Based on the job description, what specific tasks would you enjoy doing?

What skills will you use in order to be successful in completing those tasks?

What tasks would you not enjoy doing?

Are there skill sets that you will need to develop in order to complete the tasks? If so, what are they?

What set goals for the position are realistic and attainable?

What goals do not seem realistic?

Intellectual Challenge

Is there enough variety, or will you get bored?

Will you be challenged to learn new skills to use in the future?

Training Received

Will the company provide the training and support you need to succeed?

Does the company offer continuing education options?
The Right Fit

THE POSITION (CONTINUED)

Advancement Opportunities
Will there be opportunities to move up as opposed to only laterally?

How does this position fit into your short- and long-term goals?

Commute Time
How long? Will it be worth it?

How much will you spend on gas?

How will this affect your productivity?

Location
What do you like/dislike about the region?

What is the weather like?

Are there cultural and entertainment opportunities available?

Will your spouse/significant other be able to find a job?

Is the cost of living within your budget?
FACTORS TO CONSIDER AND QUESTIONS TO ASK WHEN EVALUATING A JOB OFFER

If after reviewing the previous section you still feel like the position is a good fit for you, below are some questions to consider when conducting employer research in preparation for an on-site interview. These factors should be taken into account both before and after your interview. Not sure how to begin research on the employer? Check out Appendix A for resources to assist in this process.

YOUR SUPERVISOR

- How long has he/she been in the position?
- To whom does he/she report?
- What is his/her previous work experience?
- Do you work well with this person? The same goes for future colleagues?
- Will he/she be a mentor to you?

THE COMPANY

- Growing versus downsizing?
- Technologically innovative?
- Positive reputation and image?
- Profitable?
- Financial stability?
- High employee morale?
- Record of layoffs or downsizing?
- Do company values match yours?
- Is diversity valued?

OFFICE ENVIRONMENT

- Physical environment and working conditions?
- Fast-paced versus slow?
- Turnover rate?
- Independent work versus teamwork?
- Overtime expected?
- Typical work hours?
- Typical work day/week?
- Required to travel? How frequently?
- Number of co-workers?
- Organizational structure of the office?

SALARY

- Know how much you need to survive – come up with a range, the top being the best you can hope to get and the bottom being the least you will take.
- Have you considered the cost of living?
- Is your base salary at the market level?
- Research market salaries using resources such as: Salary.com, Salary.monster.com, Cost of living indexes.
- Will you receive a signing bonus? Annual bonus? Other incentives?
- Will you be eligible for salary reviews and promotions? When?
- Will you work on commission?

BENEFITS

- What benefits will you receive as a part of your job offer?
  - Medical
  - Dental
  - Retirement programs
  - Stock options
  - Pension plans
  - Life insurance
  - Short and long-term disability
  - Holiday, vacation, and sick days
- Additional benefits to consider:
  - Relocation expenses
  - Equipment (computer, phone, etc.)
  - If travel is required, will you have a company car? Expense account?
  - Employee wellness support programs
  - Flex time
  - Tuition reimbursement
  - Professional development or other trainings
  - Child care

Information about benefit definitions can be found in Appendix B.
ACCEPTING OR DECLINING A JOB OFFER

You have aced your interview and now it’s time to make your decision. There are typically three ways that you may respond to a job offer – stalling, accepting, or declining. For any of those, and as always when interacting with employers, you should make sure that you do so in a professional and respectful manner.

STALLING

You should never feel obligated to accept an offer on the spot, and most employers will not expect you to do so. It is not unusual when first offered a job to feel like you need more time to make a decision, especially if you are waiting to hear back from another company. When asking for more time, or stalling, first and foremost you should express appreciation for the offer. You can then continue to say that because this is such an important decision, you would like some more time to carefully think about the opportunity. Ideally, you will then be able to agree on a reasonable timeframe for you to let the employer know your final decision. Once you agree on that date, be sure you stick to that.

If, however, an employer is not as flexible with the timeframe and wants your decision sooner than you would like, it is still ok to ask for a longer time period to decide, but know that at some point you may have to make a decision before you hear back from another company. If that is the case, you must make the best decision that you can based on the information that you have at the time. Keep in mind that once you have accepted an offer and signed a written contract, that agreement should not be broken.

ACCEPTING

Once you come to the point where you are offered a job, do not make a hasty decision. Before you accept or decline, you should ask for more time to fully consider the offer. How does this offer match up with your values checklist? After you accept, the employer should confirm the offer in writing and confirm any other details of the offer, including salary, start date, etc. Once you sign a contract, you should not interview for any other positions or accept any other offers. If you previously interviewed for a position with another company, you should contact that employer and ask them to remove you from the candidate pool.

DECLINING

If you decide to decline a job offer, this should be handled respectfully and professionally. Keep in mind that you never know whose path you with cross later in life so you do not want to burn any bridges along the way. When declining an offer, you should express your appreciation for the offer and the employer’s confidence in you, and perhaps mention something positive about the company. You do not have to be too specific with your reasons for declining, but you should give them some idea of why. Here are a few examples of what you could say:

“I do not feel that this position is the best fit for me at this time, but thank you for this opportunity.”

“After much thought and consideration, I believe my skills would be better utilized in _____ industry.”

“Thank you for this offer, but I feel that in order to achieve my goal of _____, I should focus my search elsewhere.”
NEGOTIATING THE JOB OFFER
WHEN AND WHAT TO NEGOTIATE

At some point during your job search, you may come across an opportunity to negotiate an offer. If you do, however, be sure you choose the appropriate time to engage in salary negotiation. Usually negotiation is not appropriate in the first round or two of interviews. During those interviews you should instead be focused on impressing the employer with your skills and experience so when it does come time to negotiate, they will clearly see why you are worth a higher salary. Once you have advanced to the final interview, but before you sign a written, formal contract, it would be appropriate to have a conversation about salary and benefits. Before you begin negotiating, however, make sure that you have a legitimate reason to do so. Spend some time thinking about those reasons and how you plan to execute the conversation.

You may have a strong negotiating position if:

✓ Your skills, experiences, and education are worth more than the offered amount
✓ The pay range for the position is less than the industry average
✓ The cost of living is higher in the area where the job is and the salary offer does not reflect that
✓ You have multiple offers with similar salary and benefits packages
✓ You can sell how you will be an asset to the company

It is also important to think about what factors you would like to negotiate ahead of time, including those in addition to a higher salary. Oftentimes companies may not be willing to budge on salary, but they will be more flexible in other areas. Below are some additional items that you may be able to negotiate:

🌍 Relocation expenses
✈ Vacation/sick time
💻 Telecommuting options
💰 Salary reviews
⏰ Alternate work hours
📅 Start date

Salary and benefit negotiation can be a complicated and intimidating process, but it can be done in a professional and effective way. Here are some tips that will assist you with successful negotiation:

Be confident – if you don’t believe you’re worth more money, the company won’t believe it

Be positive – don’t forget what you DO like about the offer

Be professional – do not burn bridges; keep in mind that you may end up working with these people

Be honest – companies may know what other companies are offering so do not falsify information

Be ethical – do not accept an offer and then continue interviewing for others

Be bold – if you don’t ask for it, you’ll never get it

Be flexible – you may not get everything you want

Don’t be greedy – know when to stop
EXAMPLES OF HOW TO NEGOTIATE

**Scenario #1**

*Early on in the interview process you are asked the question: What salary are you seeking? How do you respond?*

**Employer:** What salary are you seeking for this position?

**You:** What is most important to me is whether or not the job is a good fit for me and the company. I am willing to negotiate, but I would rather wait and discuss salary until we determine whether or not I am the best person for this position.

**Employer:** Well, we are trying to get an idea of what candidates are expecting.

**You:** May I ask what you have budgeted for the position?

**Employer:** We are still working that out.

**You:** Based on the research I have conducted on the going market rate for this type of position, the salary could be anywhere from $30,000 to $40,000, depending on the specifics of the job, the location, and the total compensation package. I would expect my salary to fall within that range.

**Scenario #2**

*You are offered a salary of $40,000 for a Financial Advisor position, but you would like to negotiate for a higher figure. What do you say?*

**Employer:** We would like to offer you a salary of $40,000. What do you think?

**You:** Your company has offered an annual salary of $40,000, but based on information that I have researched on salary.com, the average salary for Financial Advisors in this region is above $50,000. I believe this salary would be more corresponding with the experience and knowledge that I will bring to your team. I am very interested in this position and your company, so would you be willing to negotiate and increase the initial offer?

*or*

**You:** I am very excited to work for Company XYZ and I am confident that I will bring a great deal of value to the job. I appreciate the offer at $40,000, but I was really expecting to be in the $50,000 range based on my experience and past performance, as well as offers recently extended to me by other companies. While salary is not my only motivation for working here, would it be possible to look at a salary of $50,000 for this position?

**Employer:** The company is not in a position at this time to offer a higher initial salary.

**You:** I understand. Are there other areas for negotiation such as start date or a flexible work schedule that would make up for the lower salary?
Comparing Offers

JOB OFFER COMPARISON CHART

Having a tough time deciding between two or even three offers? Use this chart to organize your thoughts when comparing the various factors of multiple job offers. This will allow you to clearly see the differences between each, and perhaps help you select one over the other.

<table>
<thead>
<tr>
<th>FACTOR</th>
<th>OFFER A</th>
<th>OFFER B</th>
<th>OFFER C</th>
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<tbody>
<tr>
<td>Job Responsibilities</td>
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<tr>
<td>Company Reputation/Stability</td>
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<tr>
<td>Salary</td>
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<tr>
<td>Health Insurance</td>
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<td>Paid Vacation</td>
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<tr>
<td>Pension/Retirement</td>
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<tr>
<td>Tuition Reimbursement</td>
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<tr>
<td>Training/Professional Development</td>
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<tr>
<td>Location</td>
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<tr>
<td>Supervisor</td>
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<td>Co-workers</td>
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<td>Travel</td>
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<td>Overtime</td>
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<tr>
<td>Signing Bonus</td>
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<tr>
<td>Stock Options</td>
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GRADUATES’ PERCEPTIONS OF DIFFERENCES BETWEEN COLLEGE AND WORK

It’s hard to fully understand the changes that come with transitioning from college life to the working world. Not only are you transitioning into a much different routine from college, but you are also adjusting to a new social life and a new set of expectations. The pages that follow help to break down some of the daily expectations that will change when entering the workforce and will also help to set you up for success in your job and in your personal life. Embracing the change in your new life will help lead you to an exciting new adventure!

<table>
<thead>
<tr>
<th>College</th>
<th>Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly structured curriculum and programs with lots of direction</td>
<td>Highly unstructured environment and tasks with few directions</td>
</tr>
<tr>
<td>Frequent, quick, concrete feedback</td>
<td>Infrequent and less precise</td>
</tr>
<tr>
<td>Personally supportive environment</td>
<td>Less personal support</td>
</tr>
<tr>
<td>Few significant changes</td>
<td>Frequent and unexpected changes</td>
</tr>
<tr>
<td>Flexible schedule</td>
<td>Structured schedule</td>
</tr>
<tr>
<td>Flexible breaks and time off</td>
<td>Limited time off</td>
</tr>
<tr>
<td>Personal control over time, classes and interests</td>
<td>Responding to others’ directions and interests</td>
</tr>
<tr>
<td>Intellectual challenge</td>
<td>Organizational and people challenges</td>
</tr>
<tr>
<td>Choose your performance level</td>
<td>A-level work required all the time</td>
</tr>
<tr>
<td>Focus on development and growth</td>
<td>Focus on getting results for the organization</td>
</tr>
<tr>
<td>Create and explore knowledge</td>
<td>Get results with your knowledge</td>
</tr>
<tr>
<td>Individual effort</td>
<td>Team effort</td>
</tr>
<tr>
<td>“Right” answers</td>
<td>Few “right” answers</td>
</tr>
<tr>
<td>Independence of ideas and thinking</td>
<td>Do it the organization’s way</td>
</tr>
<tr>
<td>Less initiative required</td>
<td>Lots of initiative required</td>
</tr>
<tr>
<td>Professors</td>
<td>Bosses</td>
</tr>
</tbody>
</table>

“Learn as much as possible and be curious. Find a role model in your organization and learn industry best practices. Join industry organizations and stay on top of all new trends. Be willing to take on responsibilities beyond your job description while also being flexible in your work/life balance. Be willing to say yes and responsible enough to say NO.

Study, learn, take notes, practice, learn from your mistakes, be patient, and be persistent and I guarantee that you will be successful.”

–Jordan Wiener, Alumni 2011

"Learn as much as possible and be curious. Find a role model in your organization and learn industry best practices. Join industry organizations and stay on top of all new trends. Be willing to take on responsibilities beyond your job description while also being flexible in your work/life balance. Be willing to say yes and responsible enough to say NO.

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YOUR FIRST DAY ON THE JOB:

Show up on time.
Practice your morning commute one day to avoid any major time dilemmas. There’s nothing worse than showing up late on your first day of work; so even if it is a more relaxed office, play it safe by strictly following the rules.

Look the part.
During your interview hopefully you were able to get an idea of the office dress code. Each culture is different so know your environment, but definitely play it safe on your first day of work.

Listen and take notes.
A lot will be thrown at you on the first day of work— from learning your job duties to learning new faces and names. This is an opportune time to write everything down. Remember to review your notes at the end of the day to help keep this information fresh in your mind.

Have a positive attitude and SMILE.
While you won them over in the interview, this is still your first impression for your new coworkers and supervisors. Show them your enthusiasm and energy for your new position, and remember that smiling can go a long way.

YOUR FIRST WEEK ON THE JOB:

Get to know your coworkers.
Consider taking them to get coffee or suggest a lunch outing. This is an opportunity to not only get to know those you will be working with but also to learn more about the office culture.

Observe the office culture.
Every office has a culture. Do you find that most coworkers eat lunch out or do most eat in their offices? Do coworkers stop by offices to chat or do you find that most communicate through email? Do several of your coworkers stay late or do most leave early? These are just a few questions to consider when learning how to adapt to a new office culture.

Know what’s expected.
Knowing what is expected of you in your role is something to find out within the first week or month of your job. Sit down with your supervisor and find out what he or she expects of you in the first year. After the year is up, ask to close out the year with a review.
YOUR FIRST YEAR ON THE JOB: TOP 10 TIPS

Watch and learn.
Enthusiasm in a staff member is great, but be careful not to become the office know-it-all. Spend time listening to others and master the art of perfect timing for your ideas to come to life!

Find a mentor.
Find someone in the office you admire and feel comfortable around. This person can give you insights into the office and might also provide you with tips on how to succeed in the office and beyond.

Get feedback.
Most supervisors have some type of end of the year review; however, if this is not currently in place, seek out feedback from your supervisor directly. It’s difficult to improve when you’re not sure what’s going wrong. Getting feedback shows that you care about your professional development and contributing to the office.

Rethink how you use social media.
In college, social media may have revolved around your social life. Keep in mind that in the workplace, you can use social media to network professionally. From Twitter, Facebook, to LinkedIn- use these mediums to your advantage! And don’t forget to keep it professional.

Learn to write a professional email and business correspondence.
The working world is full of meetings, committees, and projects that require communication through email. With that said, make sure that all email correspondence is professional, brief, and free of grammatical errors. Also, be careful in using emoticons, exclamation points, and all caps. Professional is the key word here.

Say "Yes" to opportunities.
Saying yes to new opportunities can do amazing things for your career. It can help you interact with new people and build upon your existing skill set as well as show your boss that you like to take initiative and are ready for new tasks. While saying yes can make you stand out in the office, be sure not to overcommit. Say yes when you’re able.

Develop a career plan
Where do you see yourself in 2 years? In 5 years? Come up with a few realistic goals for yourself. Do you need additional education to move up? Do you need additional skills? Think about how you can build on those things now.

Manage your tasks through managing your time.
Your calendar is your best friend. Use it to its fullest potential. Not only should you schedule meetings and appointments, but also use your calendar to schedule tasks. Need to send out a well thought out email to your project members or make a phone call to an associate that may last awhile? Schedule time on your calendar. It is much more likely to get done.

Be positive.
Try to avoid office gossip and politics. It’s easy to get sucked into that conversation after a tense staff meeting, but be careful. The boss almost always knows what’s being said in the office, and you do not want to be tied in with any negativity. Instead, avoid these conversations and be a positive force for the office. It will get you noticed the right way.

Don’t give up.
The first year on the job can be challenging at times with a lot of learning, growing, and adapting to change. Keep in mind that your second year on the job will run much smoother, and then it will be someone else’s turn as the “newbie” on staff. Till then, keep your head up and don’t give up!
TRANSITIONING INTO A NEW LIFE

Finding a Place to Live

- Do research ahead of time about the city that you are moving to including demographics, cultural highlights, and attractions.
- Reach out to future co-workers to get advice about the best areas to live in your new town.
- Use Google Maps to identify where important resources are located such as hospitals, grocery stores, parks, post office, pharmacy, library, etc.
- Utilize online resources to find available rental properties.

Making New Friends

- Get involved in the things you love, such as volunteering or yoga to meet people who share your interests.
- Your future co-workers can also serve as friends. If a co-worker invites you to a social event outside of work, take them up on that offer. You will get to know your new town more and meet other people outside of your work environment.
- Utilize social media to see if you have friends who have friends in your new location. Reach out to those friends for an introduction.
- Introduce yourself to your neighbors and everyone else that you meet during your move. Let people know that you are new in town and ask for advice.

Making Plans

- Develop a routine, because transitioning to a new city can take time. Figure out a schedule and stick to it in order to become more comfortable in your surroundings.
- Make plans to have your friends and family visit you and have specific activities planned. This can help you discover your new city.
- Try new things! View your situation as an adventure and attempt new hobbies or activities that you have always wanted to try.
- Check out your local newspaper for information about events around town.
# Plan Your Post-Graduation Budget

<table>
<thead>
<tr>
<th>INCOME</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary (take home pay) job 1</td>
<td></td>
</tr>
<tr>
<td>Salary (take home pay) job 2</td>
<td></td>
</tr>
<tr>
<td>Total Amount</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>Amount</th>
<th>Transportation Expenses</th>
<th>Amount</th>
<th>Health Care Expenses</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Home</td>
<td>Amount</td>
<td>Transportation Expenses</td>
<td>Amount</td>
<td>Health Care Expenses</td>
<td>Amount</td>
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<td>Security deposit</td>
<td>Car payment</td>
<td>Medical Services (doctor visits)</td>
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<tr>
<td>Rent</td>
<td>Car Insurance</td>
<td>Prescriptions</td>
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<tr>
<td>Pet deposit/fee</td>
<td>Gas/fuel</td>
<td>Medical Supplies</td>
<td></td>
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<tr>
<td>Furniture/home décor/kitchen items</td>
<td>Car maintenance/repair</td>
<td>Personal care products</td>
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<tr>
<td>Renter's Insurance</td>
<td>Car emission/inspection</td>
<td>Total Health Care Expenses</td>
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<td>Storage</td>
<td>Vehicle registration</td>
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<td>Parking fees</td>
<td>Tolls and/or parking fees</td>
<td>Clothing/Attire/Grooming</td>
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<tr>
<td>Cell phones</td>
<td>Car property tax</td>
<td>Work attire</td>
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<td>Electricity</td>
<td>Public Transportation</td>
<td>Personal attire</td>
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<td>Gas</td>
<td>Speeding/parking tickets</td>
<td>Shoes</td>
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<td>Water</td>
<td>Total Transport. Expenses</td>
<td>Spa treatments (waxing, manicures, pedicures)</td>
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<td>Garbage</td>
<td></td>
<td>Haircut/salon</td>
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<tr>
<td>Sewer</td>
<td>Entertainment Expenses</td>
<td>Amount</td>
<td>Dry cleaning/Laundry</td>
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<tr>
<td>Total Home Expenses</td>
<td>Cable TV</td>
<td>Total Clothing/Etc. Expenses</td>
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<tr>
<td></td>
<td>Internet TV (Hulu Plus, Netflix)</td>
<td></td>
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<tr>
<td>Food Expenses</td>
<td>Amount</td>
<td>Internet</td>
<td>Pets</td>
<td>Amount</td>
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<td>Groceries</td>
<td>Concerts/Clubs</td>
<td>Food and Supplies</td>
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<td>Breakfast out</td>
<td>Plays/Movies</td>
<td>Veterinarian</td>
<td></td>
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<tr>
<td>Lunches Out</td>
<td>Books/ Magazines</td>
<td>Total Pet Expenses</td>
<td></td>
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<td>Dinners Out</td>
<td>Hobbies</td>
<td></td>
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<td>Snacks</td>
<td>Tobacco</td>
<td>Donations</td>
<td>Amount</td>
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<td>Coffee</td>
<td>Alcoholic beverages</td>
<td>Charities and non-profits</td>
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<td>Total Food Expenses</td>
<td>Miscellaneous</td>
<td>Religious donations</td>
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<tr>
<td></td>
<td>Total Entertainment Expenses</td>
<td>Total Donations Expenses</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Finances</td>
<td>Amount</td>
<td>Vacation/Special Events/Holidays</td>
<td>Amount</td>
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<td></td>
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<tr>
<td>Checking fees</td>
<td></td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Card payments</td>
<td></td>
<td>Lodging</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School loans</td>
<td></td>
<td>Eating out</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal loans</td>
<td></td>
<td>Gifts (Birthday, wedding, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments (401K/403B/IRA contributions)</td>
<td></td>
<td>Car rental</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal savings</td>
<td></td>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency fund</td>
<td></td>
<td>Total Vacation/Etc. Expenses</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Tax preparation</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Total Finances Expenses</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
FINDING YOUR PLACE
Check out relocation assessments such as Find Your Spot that matches your interests and living preferences with specific cities/towns in the U.S., http://www.findyourspot.com

BUDGET/SALARY resources:
Georgia Career Information System (GCIS) Salary Calculator
   http://www.gcic.peachnet.edu/
   User Name: ugacpp Password: gcis889
NACE Salary Calculator
   http://www.jobsearchintelligence.com/NACE/salary-calculator-intro/
Salary.com
   http://www.salary.com
Cost of Living Calculator
   http://www.payscale.com/cost-of-living-calculator
The Motley Fool: Great personal finance section
CNN Money: Check out "Money 101 and "Calculators" under the financial tools section
Taking Control of Your Finances: A Special Guide for Young Adults
Where does your money go? (Interactive)
   https://www.purdue.edu/wheredoesyourmoneygo/
Love Your Money (Interactive and video)
   http://www.loveyourmoney.org/

HOUSING/UTILITY resources:
Relocation Central: Apartment locating assistance, http://novella.mhhe.com/sites/0079876543/student_view0/
Wetfeet City Profiles: City profiles for major metropolitan areas, https://www.wetfeet.com/
PadMapper: Identify rental properties on an area map, https://www.padmapper.com/

SOCIAL/NETWORKING resources:
Alumni Clubs: Contact the UGA Alumni Club Chapters
   http://www.alumni.uga.edu/alumni/index.php/chapters/chapter_search
Join the University of Georgia Alumni Association group on LinkedIn and search through the members by your location
   http://www.linkedin.com/
Find Meet Up groups near you
   http://www.meetup.com/
City Guides
   Chamber of Commerce
   City/County Guides
Community Involvement
   Young Professional groups
   Interest-specific groups (Sport leagues, Book Clubs, Political Clubs, Service Clubs)
Good luck in your transition!
Keep in mind that as Alumni, you have access to UGA Career Center services.
Stay Connected with us!

Dr. Nicole Younker is the Director of Alumni Career Services and she assists alumni students with their career needs. If you would like to schedule a meeting with her, call The Career Center to make an appointment, 706-542-3375 or go to http://career.uga.edu/alumni/alumni to book an appointment online.

The Career Center can assist you in a variety of ways including:
• Researching Majors/Careers
• Preparing for a Career Fair/Networking
• Resume/Cover Letter Critiques
• Interview Preparation/Mock Interviews
• Internship/Job Search Assistance
• Graduate School Applications/Personal Statement Critiques
• Professional Social Media Engagement
• And any other career needs you may have!

References

Adapted from “5 Steps to Take Before Moving to a New City” By Ariane de Bonvoisin (Page 16)
Adapted from “Moving to a New City On Your Own – Tips & Checklist” By Pamela Smith (May 3, 2013) (Page 16)
Adapted from “Help! I Moved to a new City: 5 Tips for Settling In and Making New Friends” By Annie Ferrer (May, 2012) (Page 16)
Adapted from “Moving to a Different City Checklist & Tips” By Tina Milcheva (December 9, 2011) (Page 16)
EMPLOYER RESEARCH RESOURCES:

UGA Main Library


Talk to a research librarian! They specialize in specific areas and can give you a wealth of information about a company. Just a few of the popular Galileo Databases at the quick-link above include:

- Factiva
- Dun & Bradstreet's Million Dollar Database
- Hoover's Online
- Reference USA

Career Center - Clark Howell Hall

The Career Insider, powered by the Vault, available in "Online Resources" at www.career.uga.edu

DAWGLink at www.career.uga.edu [Click on the "Employer" tab.]

Book of Lists (available for most major cities)

Talk with your Career Consultant. They specialize in specific areas and can give you a wealth of information about choosing an industry.


The Employer

- Company literature and organization's website
- Human Resources Office
- Annual reports
- Sales and marketing brochures
- Employee handbook

Your Network

- Personal Contacts
- UGA Alumni (Online Community at www.uga.edu/alumni)
- Professors
  - www.linkedin.com (use “follow company” feature!)

International Companies

- www.libs.uga.edu  Click "company information" for databases like Mergent Online
- www.career.uga.edu Click "online resources" to access Goinglobal

Additional

- Idealist.org (non-profits), www.idealist.org
**Benefit Basics**

**Benefit Definitions - Healthcare**

**Deductible** – The amount you pay before the plan begins to pay benefits.

**Coinsurance** – Your share of covered expenses after the deductible has been met.

**Calendar Year Maximum** – The overall limit the plan will pay toward expenses incurred during the calendar year.

**Out-Of-Pocket Limits** – The overall limit you will have to pay towards benefits in a calendar year. Once the deductible and coinsurance amounts meet the limit, the plan will pay 100% of most of your covered expenses.

**PCP** – Primary Care Physician - As part of a POS or HMO plan, the primary care physician acts as your personal consultant, overseeing and coordinating all of your medical care and referring you to network specialists when necessary.

**POS** – Point of Service Plan - A medical insurance plan that allows you to decide your level of benefit coverage at the time you receive services from the medical provider. It is like having a traditional indemnity insurance program and an HMO in one plan.

**HMO** – Health Maintenance Organization - You will need to receive most or all of your health care from a network provider. HMOs require that you select a primary care physician (PCP) who is responsible for managing and coordinating all of your health care.

**PPO** – Preferred Provider Organization - A health plan that has contracts with a network of "preferred" providers from which you can choose. You do not need to select a PCP or have referrals to see in-network providers.

**Dental** – A plan that pays a portion of the costs associated with dental care.

**Vision** – A form of insurance that provides coverage for the services rendered by eye care professionals.

**FSA** – Flexible Spending Account – allows an employee to set aside a portion of earnings to pay for qualified expenses. Money placed into an FSA is not subject to payroll taxes. Funds not used by the end of the plan year are lost to the employee.

**Benefit Definitions - Financial**

**Stock Options** – A call option on the common stock of a company, granted to an employee as part of the remuneration package.

**Profit Sharing** – Various incentive plans introduced by businesses that provide direct or indirect payments to employees that depend on company's profitability in addition to employees' regular salary and bonuses.

**Bonus** – Extra pay due to good performance.

**Salary** – A form of remuneration paid periodically by an employer to an employee, the amount and frequency of which may be specified in an employment contract.

**Commission** – A form of payment to an agent for services rendered. Payments are often calculated on the basis of percentage of the goods sold.

**Benefit Definitions - Retirement**

**Pension Plan** – A contract for a fixed sum to be paid regularly to a person, typically following retirement from service.

**401k** – Defined contribution plans with annual contributions limited. Contributions are tax-deferred.

**503b** – A U.S. tax-advantaged retirement savings plan available for public education organizations.