

Yes, You Can MoneyClips eNews

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How to Start a New Job or Internship on the Right Foot

Nine do's and don'ts for a positive first impression

KANSAS CITY, Mo. – After months of job searching, interviews and assessments, it often feels like the heavy lifting is complete. However, landing a promising job or internship is only the first step in the career building process. Making a good first impression on the job can be critical to long-term success.

For interns, making a positive impression could lead to a future job offer with the company. New employees who demonstrate they fit in with the company culture – and can get the job done – could, over time, receive additional responsibilities and greater financial rewards.

“On your first day, ask your manager about his or her expectations,” advises HR Consultant Tricia Feuerborn who oversees talent acquisition at American Century Investments. “In addition to learning about company protocol, consider inviting your coworkers to lunch so you can start building relationships.”

Feuerborn recommends the following nine do's and don'ts to make a good first impression on the job:

Do dress appropriately. Ask about the dress code prior to the first day. If uncertain, it's never a bad idea to overdress.

Do arrive early. Try a test run at the appropriate time of day and determine the amount of drive time needed to arrive early.

Do bring the proper information to fill out paperwork. This includes a driver's license, social security number and emergency contact information. Also print any information about the day's schedule of events for quick reference.

Do bring a notebook and pen. Write down names and take notes on any instructions you receive.

Feuerborn cautions against the following:

Don't use any social media without an understanding of the company's policies. Many employers monitor computer usage and track things that distract from work.

Don't talk negatively about former employers or prior coworkers. Display a positive attitude to demonstrate your ability to work well with a variety of people.

Don't jump in and start trying to make changes immediately. Seek to understand why current practices were put into place.

Don't be the first to leave at the end of the workday. Stay alert and focused. Show engagement and enthusiasm for the new job.

In addition to these do's and don'ts, Feuerborn recommends new employees read the company's employee manual as soon as possible. When new individuals are introduced, she suggests saying the name back or asking to have it repeated. Then commit it to memory or write it down.

Starting on the right foot and making a positive impression, not only gives new employees a leg up, it also reassures employers they made the right candidate selection. For young adults entering the workforce, these simple steps can help start them on the path to success.

Interview Tips

- Ask classmates to share the best piece of advice they have received for putting the right foot forward on the job.
- Talk to your school's career counselor for a quote on the importance of making a good first impression.
- Gather success stories from teachers, parents and classmates, and share how their past jobs or internships turned into greater opportunities.

About Yes, You Can

Financial education has always been important to American Century Investments, which believes one of the greatest gifts it can offer is the opportunity for children and young adults to learn how to achieve financial independence.

Yes, You Can is based, in part, on the beliefs of Jim Stowers, founder of American Century Investments and co-founder, with Virginia Stowers, of the Stowers Institute for Medical Research. For more information on the *Yes, You Can* program, visit <http://www.YesYouCanOnline.info>.

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