## New grads: make the most of your first job

By Sheryl Silver - Career Source
If you graduated this agring with a
degree in computer science (CS), electrical engineering (EE), or information
systems (SIS), you probably didn't
have a touch time landing a job. In
fact, you probably had more than one
felf from which to choose. New graduauts with technical degrees were in
high demand this year.

Dint let that fact go to your head,
say Andrea Dolph, manager of sector
initiatives for Lockheed-Marria and coauthor or the book How to Hit the
Greinal Running in Your New Job.
Is which the technical credentials and
skills to get hired doean't insure onhydrogeness. Dolph, who has a master's in computer science and has
worked as a software developer and
technical manager, says in the course
of her career, she observed a number of

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attention to employees." There's also a trend toward 'virtual organizations, says Dolph. 'Managers may not even be in the same location as their staff, she notes.

The same location as their staff, she notes. The same location as their staff, she notes.

The same staff is a same staff of the same staff or the same staff of them. To the contrary, says Dolph, 'you can sabotage yourself by not asking for direction. For example, if you've been told to complete a project 'soon', does soon mean next week, tomorrow, or next month? If you've not getting the details about a task you've been asked to perform, take the initiative to ask for clanification. I've never seen a manager who wasn't happy to fill in the details when asked.'

To insure you meet your manager's expectations in completing a project, Dolph also recommends asking. 'If I do

this job, what are your expectations for fully satisfactory performance, and what would be required to exceed your expectations. "As you're progressing on the project, she suggests, "Ask periodically if you're meeting those expectations." As you are professing on the project, she suggests, "Ask periodically if you're meeting those expectations." As you have the second of the country of the cou

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mance expectations, she notes.

Learning the ground rules of an organization state exercises and values, says Dolph. 'Learn the organizational structure. Look at an arganizational structure. Look at an arganizational structure. Look at an arganizational chart and if your manager doesn't offer one, ask for one, 'she where.'

Such information can not enly provide a bigger picture perspective on the work you'll be doing, it can also prevent some embarrassing faux pas.

The seen new hires introduced to the president of their group and not even president of their group and not even president of their group and not even president of their proparation and the present was,' any Dolph. Knowing the rules can also florts. There will be times, when you're going to make militakes, says Dolph. Knowing the rules can also florts. There will be times, when you're going to make militakes, says Dolph. Knowing the rules can also florts. There will be times, when you're going to make militakes, says Dolph. Knowing the rules can also florts. There will be times, when you're going to make militakes. Skepy Silver and the present control to the present was a supplied to the present control to the pres



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