NEWSLETTER - APRIL 2021
Workplace Expectations & Guidelines

Starting a new job is scary. But starting your first job is a whole different ball game. You’ve spent most of your life in full-time education, and suddenly you find yourself thrust into the “real world.” It feels like a step into the unknown. But remember, the anticipation is often the worst part, and the reality will likely be far less intimidating than you expected.

After what felt like a lifetime of homework, projects, and tests, you’ve finally graduated from avid student to hungry job seeker to first-time employee. Well done! But all of that hard work doesn’t just stop after landing the job; it’s only just begun. Your first job is your gateway to the world of new learnings and experiences.

Advice and Guidelines

As a new addition to the full-time workforce, you’re probably beginning to doubt your skills or knowledge and even your ability to succeed in your new role. But, as with anything new, plenty of preparation can help calm those fears. There are also a number of employment rights all new workers have to help you get treated fairly. You’ll also have a number of things to do for your new employer to help make your first job easier. Below are a few key points:

- Prepare for your first day at work and it will be much easier.
- A contract of employment is an agreement between you and your new employer explaining what your rights and responsibilities are.
- Most workers are entitled to receive the National Minimum Wage, this varies depending on your age and whether or not you’re an apprentice.
- There are rules about how many hours you can work and what time off you can have.
- You should be prepared to learn about the rules that your new workplace has, and to follow them.
- In work you can be expected to be treated fairly and you should treat your colleagues fairly too.
The first day in a new job can be frightening, for some, and doing some basic preparation before the day can really help.

**Getting there** - Before you start your new job make sure you know where you're supposed to be and how you'll get there. If you're using public transport check the options and times the day before or ask if there is parking available if you are going to drive.

**Be on time** - It is important to make sure you are on time in your new job, not only because your employer and colleagues will be relying on you to be there, but also as many organisations may have rules about lateness. Ask your new employer in advance what time you need to start so you can show up on time and make a good first impression.

**What to wear** - Many organisations will expect their staff to dress in a certain way and you should try to find out before your first day what is appropriate clothing for your new workplace. You might be working somewhere that has a uniform which should make the decision of what to wear quite easy.

**Inductions** - Many employers will give new members of staff an induction on the first day, this is to welcome you to the organisation. Inductions vary from place to place but generally include basic information about where you are working and what you will be doing. This includes some of the things we've already mentioned such as what the dress code is and where the staff canteen is. It should also give you information on the goals of the organisation, the job you will be doing and the rules you'll be expected to follow.

**Following the rules** - Your new employer will probably have a series of rules (which might be called policies) which set out how they expect employees to do their job and act while in the workplace. You might be given these in the form of a staff handbook or be referred to a webpage to read about them, sometimes you might even receive training on some of the rules as part of your induction. It is important that you make yourself aware of any rules the organisation has and try to follow them.
What to Expect from Your First Job?

When you are about to graduate from college, you will have high expectations about your first job. You might have had some part time jobs, which provided you with insight on what the business world might look like. Prospective employers may even approach you before your final exam and offer you a relatively attractive salary. After graduation, however, things might get more serious than you expected. Take into account the following situations you may encounter:

**Demanding Work Schedule:** Your typical workday will be 8 to 12 hours (or more) depending on the nature of the job and the amount of time it takes for you to commute from home to work. A full-time job might not give you a chance to have the frequent breaks you had in college. After class, you were able to take time out to catch up on lost sleep or explore extracurricular activities. With your first job, however, your schedule will change abruptly.

**Learning Curve for the Work and Office Relationships:** No matter what your grade point average was, you will still have to learn a lot about your job and how to handle interoffice communication. From using Office applications like Excel, Outlook and project management software to managing official emails, you will be faced with a relatively steep learning curve.

**Work May Not Fit the Job Description:** Most employers will not thrust a lot of mission critical work, big decisions or client-facing opportunities at you immediately. Contrary to your expectations, your boss may ask you to do relatively repetitive and mundane tasks for the first few weeks. In fact, you may be tempted to complain because your job responsibilities do not match what you were told during the job interview. Don’t despair. Use this period to learn all you can about the company and keep up with industry and career news so you can use each task to prepare for greater responsibilities within the company or on another job.
More Expenses: You must deduct all your expenses (including accommodation, transportation, clothing, lunch, gym membership, student loan repayment and others) from your salary. So, the excitement that comes with collecting a pay check may not last when you calculate the total expenses you will have to deduct from it. Living within your means and making an estimate of monthly expenses will help you avoid going into debt.

Unequal Treatment By Your Boss: Don’t expect to always be given impartial treatment by your boss or company. If you notice that someone from the same school, home state or background as your boss is receiving preferential treatment, try not to take it personally. It will be hard, for sure. But strive to see that situation as a challenge whenever possible. Do your job within time and quality requirements, and you will be on the right track to receiving the preferential treatment for yourself.

All professionals faced these situations at certain points in their careers. The best thing you can do is remain open for new business adventures, and be ready to constantly learn and adjust.

On a Conclusion note: Stay Positive - On your first day, leave your expectations at the door. When you assume that your job will be a certain way, you open yourself up to disappointment or deflation if life presents you with something different. Instead, stay open-minded and take your first job for what it is – a fresh start, a learning opportunity, a stepping stone to something “bigger and better,” or all of the above.

Believe in yourself and your capabilities, and trust that if there’s anything you don’t yet know, you will learn it on the job. Plus, remember that you are not alone. You’ll have regular one-on-ones with your line manager where you’ll receive constructive feedback. If you feel that you’re not getting the support you need – or your role is deviating from your job description – speak to your line manager, or if needs be, the HR manager. You’re part of something bigger now, and you’ll need all the support you can get. Don’t worry, you’ve got this.

Resources:
1. Article on What to Expect on Your First Job
2. Article on Starting Your First Job
3. 5 Things to Expect Form Your First Job
4. How to Overcome Problems Faced In the First Job
5. Ted Talk on What Makes Employees Happy at Work

“The pessimist sees difficulty in every opportunity. The optimist sees opportunity in every difficulty.” – Winston Churchill
Update on Skill Development & Training

1353 students from the new cohort for Skills training (currently in the 2nd year) supported by Capgemini are currently doing the Aptitude training program with 857 students mapped to FACE and 496 for Ethnus.

Among the current 3rd year supported by MSDF, 720 students are in the Coursera program 558 students are in the Hi-Touch English program by eAge Tutors in the 3rd year. 862 students from the 3rd year are in the Mock Interviews with Ethnus (this cohort is supported by MSDF too).

45 BPharm students are in the Coursera program now.

10 Civil students have completed internships and are currently in the review process through ANANYA at L&T Aurangabad, NCC Constructions, and J Kumar Infrastructure. The rest will join in the months of March, April and May.

The technical sessions conducted by Oracle for the 2nd and 3rd year Engineering students have come to an end on March 11th.

Placement update: Of the 1023 Engineering scholars graduating this year (2020), 701 (69%) have gained employment and 196 (19%) are interested in pursuing their higher education. 126 (12%) scholars are seeking employment opportunities. In the 2020-21 graduating cohort (current final years), 398/891 have secured jobs (44%), 159/891 are opting for higher studies (18%), and 334/891 are seeking employment (38%).

Below are toppers in the Coursera training program. They have been issued with gift vouchers, based on their performance. Congratulations to all of you!

<table>
<thead>
<tr>
<th>Toppers in the Coursera Program (March)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amrish K S</td>
</tr>
<tr>
<td>Thiagarajar College of Engineering, Madurai</td>
</tr>
<tr>
<td>Kulabanta Jagdala</td>
</tr>
<tr>
<td>National Institute of Technology, Rourkela</td>
</tr>
<tr>
<td>Kunchala Ruchitha</td>
</tr>
<tr>
<td>National Institute of Technology, Warangal</td>
</tr>
<tr>
<td>Nomula Taraka Sada Siva Srinivas</td>
</tr>
<tr>
<td>Indian Institute of Information Technology, Tiruchirappalli</td>
</tr>
<tr>
<td>Yash Pajvani</td>
</tr>
<tr>
<td>Indian Institute of Technology Mumbai</td>
</tr>
</tbody>
</table>
Stay Connected:

Social media is a great forum to stay connected and updated about our latest events, news and opportunities - Follow us on LinkedIn and Facebook. We urge each of you to connect with us. This is also a great networking platform to interact with the Alumni.

Send us your feedback and suggestion at studentrelations@ffe.org