

# Career E-minder

UWF Career Services  
www.uwf.edu/career  
(850) 474 - 2254

Volume 3— Spring 2008, Issue 5 - Week of February 4, 2008

## First Day on the Job

It's the first day of work. You've celebrated that your four years of college are over, and now you start your real life, your 9-5, your everyday routine for at least the next 5-10 years. (Going back to school doesn't seem like such a bad idea anymore, does it?) Don't worry! Just like back in elementary school, you're *supposed* to be nervous about your first day.

Firstly, get a good night's rest in order to show up just a little bit before "on time". If you show up early, you'll feel on top of the world, as opposed to feeling guilty all day because "traffic was horrible". A positive outlook can change the first day *entirely*. Remember to keep a polite and positive attitude throughout the day; you are being watched more closely now to see how you adjust to the job, not just by your bosses, but by your colleagues as well.

Also beware that today might be "testing day", to see if what you wrote on your resume was actually true. If you put "excellent in Microsoft Excel", you better know how to work those columns like an XBOX controller, and not embarrass yourself trying to start a new document.

Today is the easy day, and although you might do a *little* work, your main responsibilities come down to knowing who your co-workers are and what they do, familiarizing yourself with the map of the office, and knowing where the bathrooms and fax machines are. Carry a notepad around with you to jot down important information. It's quite alright to talk to Human Resources and your colleagues about office culture; when does everyone take their lunch breaks? Where are the best dry cleaners? How do I call in sick/late? Observe how your co-workers act in the office. Do they talk across the office, from desk to desk? Do they often get up and walk around to stretch?

Maintaining a relaxed, friendly, and professional attitude will get you through the day. You'll be right back at home, sitting on your couch with your shoes off feeling like work is the easiest thing in the world. Next week's article? The Second day at work...



### Job of the Week

**Job ID: 1927**

**Job Title: Secretary//Bookkeeper**

**Organization: Scenic Heights Baptist Church**

**Job Description: PT-** Answering telephones, light filing, maintaining database, accounting. Must have High School diploma, word processing, computer and accounting skills.

**Interested?:** Log on to JasonQuest to find out more information in order to apply for this job!

### Word to the Wise

- You will not find Narnia in the resource closet.

- Remember to recycle even colored paper, computer paper, post it's, notecards, and newspapers.

- Job Shadow Day is not meant for you to talk to your shadow in your cubicle.

- Crumbs in your napkin— ok. Crumbs in your keyboard— not ok.

- For men, ties should never fall past your waistline.



~EXPERIENCE EXPO COMING TO UWF MARCH 4TH, 2008!~  
~CO-OPS, INTERNSHIPS, AND SUMMER JOBS!~

### IMPORTANT INFO!

- **Wednesday, Feb.6th:** Internship Pensacola will be presenting an Info Session on Internships. Representatives from Pensacola Young Professionals will present at **5pm** in the Conference Center Lounge.

### Water Cooler Joke of the Week

Our receptionist is a little strange. The boss asked her if she came "in here to work or talk on the phone." She said she didn't know she had a choice.