The NEW JOB 100 Day Plan
Executive Summary

Finding a job is tough. Keeping it can be even harder. The NEW JOB 100 Day Plan offers step-by-step, expert guidance to help you start out strong and deliver better results faster in your next new job.

Written by George Bradt (Founder) and Mary Vonnegut (Partner) from PrimeGenesis, the leading executive onboarding advisory firm, The NEW JOB 100 Day Plan shares the methodology that has helped hundreds of senior executives from organizations like American Express, UBS and Teach for America succeed in new positions.

Take Charge of Your New Job

Finding a job is tough. Keeping it can be even harder.

The facts speak for themselves. Average job tenure in the U.S. is only 2-4 years. Many new hires don't last nearly that long.

Performance is the key.

NewJobr.com and PrimeGenesis designed The NEW JOB 100 Day Plan to give you the tools you need to start out strong and deliver better results faster in your next new job.

A winning plan will boost your odds – a lot!

From our work with hundreds of senior executive onboarding clients over the past 10 years, we know that most big new job mistakes happen before day 1. So, if you have accepted or are about to accept a position, get going. Build and start executing your plan now.

- Focus on what matters most
- Frame the critical decisions you must make before the day-to-day sweeps you away
- Get on track to reach your goals and deliver the results your employer will value

If you already started your new job, you're OK. Every step of the The NEW JOB 100 Day Plan improves your performance and sets you up to make great decisions going forward.
Still Interviewing?

Get Clear About What You Want

If you are still interviewing, take a pause and get clear about what you want. Why? You won’t look for, find or recognize a good fit job, if you don’t have a clear fix on your own wants and needs (and the number one reason people fail in jobs is poor fit).

1. Decide where you’ll play.

2. Figure out what matters to you.
   - Work culture preferences
   - Work activity likes/dislikes
   - Long term career goal and Ideal next job

3. Do what it takes to win.
   - Play to your strengths
   - Connect with a story that positions you to do and deliver what matters to you
   - Network

Ace your interviews. There are only three interview questions. Prepare well, so you can figure out which question your interviewer is really asking:

★ Can you do the job? (Your skills, experience, strengths)
★ Will you love the job? (Your motivation)
★ Can we tolerate working with you? (Your fit with the organization)

Navigate the Offers

When is an offer real? Not until control passes to you. Once you know an offer is real, hold your horses. Don’t say “yes” until you:

1. Complete due diligence.

2. Resolve outstanding issues.

3. Defer the start date.
How The New Job Plan Works

We take you step-by-step through 3 things you must do to succeed in a new job:

1 Get a Head Start (Before Day 1)

The most important thing you can do to goose success is to hit the ground running on day 1. Everyone we’ve worked with at PrimeGenesis counts this among the most valuable parts of new job onboarding. If you’re interviewing, it’s not too soon to get a head start. Even if you started your job already, you’ll benefit from these steps.

2 Position Yourself (Day 1 - Week 4)

People read things into everything you say and do, and everything you don’t say and don’t do. Influence how people perceive you. Whatever you do, don’t let happenstance define you.

3 Deliver Results (Week 5 - Day 100)

During your first days in a new job people will be positive about you. This “honeymoon” is a once-in-a-job opportunity to acquire supporters and prove your value. But move fast. Around day 100 everyone will start scrutinizing you. Leave no doubt about your ability to deliver valued results.

Warning!

Talk won’t cut it. To turn thoughts into actions, you must write them down.
1 Get a Head Start Before Day 1

A head start before day 1 creates game-changing performance momentum.

We fall into the trap of thinking that a new job begins on the first day at the office/facility. Wrong. If you embrace the idea that your new job starts the minute you say “yes” (and do something about it), you’ll greatly increase your success. A little early momentum sets you up to accomplish so much more in the critical first 100 days.

1. Map your key stakeholders up, across and down.

2. Find your Message.

   Who are you?
   What can we expect from you?
   How do you think about yourself in the context of your new job?

3. Have Pre-Start Conversations.

   If you do just one thing before day 1, talk with key stakeholders. These “pre-start conversations” are your best opportunity to get the inside skinny before people suspect you of having an agenda. Done right, they build strong work relationships right out of the gate.

4. Learn and set up.

First impressions are forever. Take charge of day 1.

Your day 1 mission is to FIT IN FIRST and progress towards becoming an accepted member of your new team. Think of your first day on the job as your last day of interviewing. It’s your opportunity to make a great first impression with everyone you haven’t already met.

Day 1 agenda essentials:

- Meet with your boss
- Check in with supporters
- Stay off your computer (phone etc.) and interact
2 Position Yourself

The early weeks in a new job are all about fitting in first and positioning to succeed. Live your positioning and test your message with your boss. And with everyone else.

**Day 1 - Week 4**

**Week 1**
1. Touch base with your boss
2. Keep greeting
3. Attend orientation.
4. Share the news with your network

**Week 2**
1. Touch base with your boss.
2. Establish a daily work cadence
3. Get some help
4. Confirm your goals
5. Self-manage with milestones

**Week 3**
1. Touch base with your boss.
2. Check and evolve your milestones
3. Complete discussions with stakeholders
4. Confirm your role on assigned teams
5. Use important connecting tools

**Week 4**
1. Touch base with your boss.
2. Join informal networks
3. Re-check the culture
4. Ask your boss how you’re doing
3 Deliver Results

• You got a head start
• You positioned yourself and started testing your message
• You are tweaking your new job plan as you learn and decide
• You’re managing your milestones
• You’re on your way to realizing your goals
• You’re proving that the decision to hire you was one very fine decision

Now what?

Accelerate. Deliver better results. Faster.

Most organizations operate in monthly cycles. They look at revenues each month. They have monthly update meetings. There are times during a typical month where things are more or less busy. Map out your organization’s monthly cadence. Then map your own monthly alerts and to do’s. If you’re in sales and there’s an inevitable push the last few days of each month, make sure you’re available to play. If you’re in finance and the books close the 2nd week of every month, make sure you’re free of distractions. Plan discretionary work so it doesn’t conflict with predictable periods of stress.

*The NEW JOB 100 Day Plan* book will walk you through things to do by week through the end of your first 100-days. Including:

• When to touch base with your boss
• Managing your milestones and early wins
• Managing your message
• Getting in on useful events and special projects
• Stepping up and leading

Start strong. Then master adjustment, think team, and build a plan for the next 100 days. And the next 100 days after that. And the next 100 days after that...

[Click here to buy *The NEW JOB 100 Day Plan* e-book ($2.99)](#)