

3 INGREDIENTS FOR YOUR RECIPE TO CAREER SUCCESS

Here are 3 tips to help you attain career success.

- Have a SMART Plan; make goals that are **Specific, Measureable, Achievable, Results-focused** and **Time-bound**. By making SMART goals for yourself it will help you to: know what your goal is, quantify it, reach it, center the goal on the outcome, and give a time when it should be achieved.



- Access your skills and your knowledge. Be aware of your skills, knowledge, and weaknesses. When weaknesses are identified work to strengthen them. Commit to minimizing your weaknesses to gain improvement.
- Seek out a mentor. Find someone with experience in what you are trying to achieve. Learn from their mistakes and emulate their steps. Your mentor will teach and advise you, at times it may be difficult to hear what they have to say, but remain open-minded. As long as your mentor gives professional advice with tact it will benefit your career success.

Five Tips for Standing out in Your First Job

With a very competitive job market and many candidates to choose from, getting a job can be a difficult task. Keeping that job can be a challenge as well. Knowing these five steps will give you the knowledge on how to maintain that job, as well as becoming a superior employee.

Be the One Everyone Wants to Work With

Members of Generation Y, or those born roughly between 1978 and 1993, unfortunately, have a reputation of showing up to work with a sense of entitlement. Combat this perception by showing that you're willing to pay your dues and learn from any assignment, owning your career progression and being a "can-do" person. If you encounter roadblocks, marshal your resources to get around them rather than letting a project languish.

Surpass Your Boss's Expectations

Find out what the boss wants from you first, and then brainstorm ways to go above and beyond the call of duty. You can also establish a good rapport by making your new boss feel needed. Show that you are ready and willing to be guided, and bond over the fact that he has some years on you. Understand the value of self-sufficiency, and approach your boss with a problem or complaint only if you've explored all options for resolving it yourself.

Carve a Niche for Yourself Through Innovation

Ask yourself what your company or department needs, and think about how you can use your unique set of skills and talents to provide it. So what if you're hardly a Renaissance man or woman? You're still new blood. Can you offer a fresh perspective on a vexing problem that has been plaguing your managers for months? Can you find a way to do something faster and more efficiently?

Take the Extra Step to Help Someone

Beach-ball management, or bouncing a request over to a colleague because it's not your responsibility to handle it, is all too common in the professional world. If someone asks you a question and you don't know the answer, make it your business to find it. By doing whatever you can to ensure your department or organization is perceived in a positive light, you will add value and stand out as a team player.

Subtly Promote Your Achievements

If you want people to take notice of you, you must make your accomplishments visible. How do you share your contributions without being perceived as arrogant or boastful? The key is enthusiasm. If you emphasize your passion when describing an achievement, people will think you're just excited about it. An excited person appears earnest, and it's hard to be critical of someone who's earnest.

Citation: A. Levit "Five Tips for Standing Out in Your First Job" Yahoo! (2011). Retrieved June 13, 2011. <http://career-advice.monster.com/in-the-office/starting-a-new-job/5-tips-for-standing-out-in-your-first-job-hot-jobs/article.aspx>.



Rob Tiff

Account Executive
(605) 428-6148
Dell Rapids Office
Fax: (605) 428-6151
Rob@ercjobs.com

Industry Specialty:

Manufacturing,
Engineering, Banking

Follow Me: 

Executive Recruiting Consultants Welcomes

ROB TIFF

Rob Tiff is from Redfield, SD and is a graduate from the University of Sioux Falls. He received his BA in Marketing and Management. While he was in college, he played four years of football and was able to win two NAIA National Football Championships. He is a very passionate person, which is reflected in almost every part of his life. Outside of work, Rob likes to snowboard, wakeboard, board, coach football, and watch sports on TV. After God, friends and family are very important to Rob. Working for ERC gives Rob a unique opportunity to not only make a company stronger, but also better the life of someone by finding their dream job. Rob feels that there is no better feeling in the world than knowing you positively changed the way someone lives his or her life.

Favorite Quotes:

“To give anything less than your best is to sacrifice the gift.”

Steve Prefontaine

“I firmly believe that any man's finest hour, the greatest fulfillment of all that he holds dear, is that moment when he has worked his heart out in a good cause and lies exhausted on the field of battle - victorious.”

Vince Lombardi

“Winners win because that's what winners do.”

Bob Young

“It's hard to beat a person who never gives up.”

Babe Ruth

NEW OPPORTUNITIES

- **Program Engineer**
Des Moines, IA Area
Contact Steve@ercjobs.com
- **Engineering Support/Analyst**
Sioux Falls, SD Area
Contact Craig@ercjobs.com
- **Chief Financial Officer**
Central/Eastern SD
Contact Travis@ercjobs.com
- **Project Engineer**
Sioux Falls, SD Area
Contact Steve@ercjobs.com
- **Design Engineer**
Sioux Falls, SD Area
Contact Steve@ercjobs.com
- **Production Manager**
Aberdeen, SD Area
Contact Rob@ercjobs.com
- **Chief Financial Officer**
NW Iowa
Contact Travis@ercjobs.com
- **Mechanical Engineer**
Sioux Falls, SD Area
Contact Craig@ercjobs.com
- **Parts Counter Salesperson**
Sioux Falls, SD
Contact Travis@ercjobs.com

Check out more job listings at our website:

www.ercjobs.com



Travis Peters

Partner

(605) 428-6152

Travis@ercjobs.com

Banking and Finance

Let's Connect: 



Steve Green
 Account Executive
 (605) 369-2105
 Springfield Office
 P.O. Box 154
 Springfield, SD 57062
 Fax: (605) 369-2109
Steve@ercjobs.com
Industry Specialty:
 Manufacturing/Midwest
 Follow Me:

Tips on Welcoming a New Employee at Work

When you work for a company, you will often meet newly hired employees. Usually the most you'll do is give the person a smile, give him a cursory greeting, welcome and well wishes and leave it at that. But what we often forget is that these new employees may feel overwhelmed by the new office environment and culture. As the established veterans in the company or as managers, we should also take it upon ourselves to help the new employee ease into this new environment.

Here are some things you can do to help make a new employee feel welcome:

- Contact your office receptionist and ask them to welcome the new employee. They can lead the new employee on a tour of the office and introduce the individual to his/her new officemates and to the departments that he/she will be closely involved with will be a good first step.

- Make an official announcement to all of the employees about the new employee. The announcement should include the new employee's position and his/her responsibilities.

- Spending a little time with the CEO would be a good idea for the employee. This would give the CEO an opportunity to welcome the new hire and exchange a few pleasantries, which would allow the new hire to feel that he/she is an important asset to the company.

- Provide the employee with the information he/she needs so the individual won't feel overwhelmed on his/her first day. If your company has an employee manual, give the new employee a copy. If you don't, then a short orientation will be sufficient.



- Having the new employee spend time with his/her immediate superior will allow the new hire to get a better view of the tasks he/she will be expected to do, along with discussing any responsibilities or information he/she will need to know regarding the job.

- Make the new employee feel welcome by inviting the individual to lunch or just talking to him/her while he/she is on break. This will allow for the new employee to get to know his/her fellow employees while getting more comfortable and the workplace.

Citation: Gregory "Tips on welcoming a new employee at work" Retrieved June 16th, 2011.
<http://o5.com/tips-on-welcoming-a-new-employee-at-work/>

Contact Us

108 W. 4th St.
 Suite 201
 Dell Rapids, SD 57022
 Fax:
 (605) 428-6151

E-Mail:
craig@ercjobs.com
travis@ercjobs.com
steve@ercjobs.com
rob@ercjobs.com

Web Site:
www.ercjobs.com

Find Us on Facebook:



Craig Libis
 CEO
 (605) 428-6150
Craig@ercjobs.com
 Engineering,
 Manufacturing, HR,
 Finance

Let's Connect: