

Effective Immediately: How to Fit In, Stand Out, and Move Up at Your First Real Job

Emily Bennington, Skip Lineberg
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EFFECTIVE IMMEDIATELY

How to FIT IN,
STAND OUT, and
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First REAL JOB

EMILY BENNINGTON
and SKIP LINEBERG



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Emily Bennington, Skip Lineberg : Effective Immediately: How to Fit In, Stand Out, and Move Up at Your First Real Job before purchasing it in order to gauge whether or not it would be worth my time, and all praised Effective Immediately: How to Fit In, Stand Out, and Move Up at Your First Real Job:

4 of 4 people found the following review helpful. Effective Immediately: How to not be a sloppy @#* at workBy QwertmanThis book was a required read for an internship course at my university. I'll be brief in my review since

Robyn's is pretty succinct. To me, this reads like a high school newspaper's advice column. I saw it as a good reminder of several common sense principles at best. Anyone taking the initiative to read this book is probably on-top of things enough to not need it. As a required text, I do think it serves a good purpose for students that haven't been exposed to professional environments prior to graduating college. Overall it sends a good message. 1 of 1 people found the following review helpful. Think this book doesn't apply to interns? Think again. By Aristotle In this economy, internships are where a lot of young professionals are "stuck." They really are the closest thing to a job many of us will get until we find that perfect fit. Effective Immediately is just as relevant to any intern as it is to an entry-level young gun. In fact, this book allows you to use your internship as practice for that first real job; how great is that!? I've read this book twice - once when I secured my very first internship and then a second time to refresh my memory on things I may have forgotten. The first chapter is extremely important to new interns: arrive early, look the part, exude confidence, and take initiative. I remember myself and others showing up for our internship in suits - we secured positions in the publishing industry, not Wall Street! The first observation from our boss was "you don't need to dress like that." Boy, did I feel uncomfortable. I felt as if everyone was staring at me even when I was alone in an empty room. What I learned from this: if your industry has a jeans and t-shirt kind of crew you need to dress this part even if it feels "wrong" or "unprofessional." This obviously makes it difficult when you're looking for a job because they'll sniff you out. You'll just have to keep the suit in a bag. If you're an intern looking for a job and your office is a positive place your suit will probably bring advice and good wishes. Throughout the book, Bennington emphasizes taking initiative and being proactive in your work, team work, and seeking out the work that nobody else wants to do. This 100x if you're an intern because you were hired specifically to do the work people WILL NOT even look at. Chatting with folks in my industry, I have heard stories about interns that would make your stomach turn. I've heard about interns who do not finish work on time, interns who don't want to make the run to the copier to make prints, and interns who are obviously lazy and not interested in working. Yes, ok, I get it... you're an intern and you don't like the grunt work. Well guess what? Your boss didn't like the grunt work back when he was an intern. Consider it part of your apprenticeship. The best way to get a job is to work hard and get recognized by people who already know you. Bennington suggests keeping a weekly update of some sort to pass on to your boss so he knows exactly what you're working on. Does this apply to interns? Absolutely. If you're a paid intern, chances are you're doing a lot more than just filing papers. You really should let your supervisors know precisely what you're doing - especially if you're working on THEIR projects. It will keep them at ease and they'll be happy to serve as a reference when the time comes. The above is only a sliver of frosting on the cake that is Effective Immediately. Even if you're just an intern, there is a trove of valuable information that can make your boss WANT to find a full-time position for you in his company. Written with wit and humor, Bennington's light reading and will have you giggling on your subway commute home. This title isn't written like the rest of those dry and tired career advice books. It is written with the very energy any young careerist should exude. If you're trying to get anywhere in your industry, whether it is that first promotion or that internship-turned-job-offer, I suggest you buy this book immediately. 0 of 0 people found the following review helpful. Excellent read with lots helpful advice for a newbie By ecochik Fresh out of grad school (Master's then PhD), I am now in my first real job. Some of the tips in this book are spot on to my situation -- making the transition from school to first job is tough and this book helped me work through some of those issues. Much of the content seems geared towards a more rigid corporate structured company than my own, but the points are applicable to any company structure. The chapters are short and it's a quick read. Get this book if you're struggling in your first year or so of a new job, or if you just feel like you need a little support/validation to help you through a new transition in your job.

When you're new to the workforce, ambition and talent aren't enough -- getting on the fast track to success requires much more. If you're a recent college graduate or new hire, Effective Immediately shows you how to excel at your first job and jump-start your career. As an up-and-coming professional, you'll learn how to transform yourself from entry-level employee into skilled, invaluable all-star during your first year on the job. Accomplished young professional Emily Bennington and her mentor, seasoned manager Skip Lineberg, empower you to:

- Establish yourself as a top performer from day one
- Use every task -- even grunt work -- as an opportunity to shine
- Earn the respect of your boss, colleagues, and clients
- Cope with conflict, mistakes, and toxic coworkers
- Land key assignments and gain greater responsibility
- Manage projects and lead teams like a pro

Packed with practical advice, useful resources, and wisdom from former newbies, this savvy hand-book gives you the tools, knowledge, and confidence you need to reach your highest potential. From the Trade Paperback edition.