



# INTRODUCTION

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**Congratulations!** Earning your degree is a major accomplishment. Now comes a new challenge: Being new on the job without being the newbie. Think of *Backpack to Briefcase* as your professional encyclopedia: it covers all the things you never think about until you really need to know them.

*Backpack to Briefcase* will help you make the most of these early days of your career. This guide covers what to expect on the job—as well as how to deal with the unexpected. Topics include

- How to create and maintain a professional image
- Workplace and business function etiquette
- Communication: How to say what you mean, get what you want, and build positive relationships
- Workplace interactions: the good, the bad, and the ugly
- What to do after you make a big mistake
- Finding a mentor
- Tips for getting recognized for your achievements
- Understanding your benefits, your paycheck, and your rights
- Networking strategies and resources

**Backpack to Briefcase** will not only take you through the first days at your new job, it will also help you advance in your career, from successfully completing a performance review to asking for a raise.