



# Starting Your Career

---

by Carl Hicks, Jr., Ph.D., with Madeline Curtis

# Starting Your Career

What you need to know before  
entering the modern workforce

by

**Carl Hicks, Jr., Ph.D.**

President and CEO

with

**Madeline Curtis**

of The Growth Group Gen Z Advisory Team



# Table of Contents

<b>Chapter Title</b>	<b>Page</b>
<b>1: Starting your career</b>	<b>3</b>
<b>2: Finding the workplace for you</b>	<b>4</b>
<b>3: Hiring in the modern workplace</b>	<b>8</b>
<b>4: Lifestyle and livelihood goals</b>	<b>12</b>
<b>5: Hard vs. soft skills</b>	<b>15</b>
<b>6: Learning styles</b>	<b>19</b>
<b>7: The remote workspace</b>	<b>22</b>
<b>8: Conclusion</b>	<b>26</b>
<b>Appendix: Sources and Resources</b>	<b>27</b>

# Chapter 1: Starting Your Career



Embarking on your journey into the modern workplace can be both exciting and terrifying. Whether you're newly out of school and just starting out or simply transitioning to a new field, the workplace can often feel like navigating a maze with its own set of rules and dynamics. Adding to the confusion is the fact that the modern workplace is constantly evolving and adapting to the world around it. The workplace that your parents, mentors, and even some peers knew is radically different from the workplace of today.

If you want to excel in the workplace, you must invest the time to understand it. What will be expected of you? What can you expect in a multigenerational work environment? Are you equipped to thrive in a remote work setting?

We'll explore these and other key considerations in this book designed especially for all those who are starting out—whether you're starting or restarting your career. This book is more than a roadmap—it's a compass guiding you through the complexities of the workplace. Within these pages, you'll discover insights into the modern workplace and learn how to bring your best self to work every day. Beyond merely fulfilling job responsibilities, excelling in your role requires embracing a growth mindset, cultivating valuable skills, and fostering meaningful relationships—possible only with a deep understanding of the workplace and the people in it.

As you begin your journey, remember that every success story begins with a decision to take the first step. Preparing yourself with critical skills, insightful strategies, and a growth mindset can help you achieve success and fulfillment both in the workplace and outside it. Let's embark on this transformative journey together and unravel the secret to thriving in the modern workplace.

## Chapter 2: Finding the Workplace for You



Starting out or starting again in the modern workforce can be challenging—and can be even more difficult when you're in a workplace unsuited to your needs, values, and talents. If you want to take the modern workplace by storm and be your best self, you have to do so in a workplace that fits you.

When your values sync with those of your employer, it gives you a greater sense of purpose and fulfillment, creating a more positive and productive work experience. What's more, utilizing your talents for an employer who truly values them can boost your personal confidence, performance, and contribution to the overall success of the organization.

Additionally, aligning workplace interests with your own can improve the odds that you'll remain engaged and motivated throughout the course of your employment—and can minimize potential dissonance between your values and the organization's policies or activism.

While the modern work culture is becoming more inclusive, [one in five](#) Americans admit to experiencing a hostile work environment<sup>1</sup>. To avoid falling prey to a hostile workplace or simply to ensure your talents and values align with those of your employer, consider 5 tips to help you identify and choose the workplace for you.

## 1. Get to know the organization's mission statement

An organization's mission statement can offer you insight into its overall goal, priorities, and values. By familiarizing yourself with a prospective employer's mission statement, vision, and values, you'll likely see how and *if* that organization aligns with your own values and goals. An organization that more closely aligns with your core values and priorities offers you a better chance of achieving the growth you desire, while helping you sidestep potential conflicts of interest.

## 2. Explore the organization's benefits and perks

The benefits and perks an organization offers its employees can also offer a glimpse into how it values its employees. Before you accept a job offer, take time to review the benefits and perks of the job to see if they give you what you need to succeed in that job and grow professionally and personally. Spend some time exploring and comparing that organization's benefits to your own priorities and values—and those of the other employers you might be considering. If mental health is something that's important to you, for instance, be sure to check out what mental health resources and even mental health days your prospective employer offers. Likewise, if a flexible work schedule or the option to work from home is important to you, make sure the organization offers remote work options to suit your needs.

Some still consider this line of thinking as their motto: "Ask not what your company can do for you, but what you can do for your company." However, the truth is there should be a healthy give-and-take within the relationship between you and your employer. If you truly want to be the best version of yourself and realize your potential, you need a workplace that offers you the resources and the plan to help you achieve that.

## 3. Find out what employees and employee stats say about the environment

Before sites like [Glassdoor](#) and [Indeed](#), job seekers were relegated to word-of-mouth or having a friend at an organization to get the scoop on an organization's culture and the employees' experience within that organization. Thankfully, by providing a place where employees can give honest feedback on an employer, [Glassdoor](#), [Indeed](#), and employment sites like them have made getting information on companies easier. These kinds of sites can provide a glimpse of an inside perspective on your potential employer and what it's like to work within the organization—information you typically wouldn't be able to access easily otherwise. So, be sure to research what employees are saying about the organization you're applying to or interviewing with for a position.

Also, look into a company's [employee turnover rate](#)<sup>2</sup>. This number shows you how many employees have left the company or organization in a given time frame. Employee turnover is a helpful gauge of elements like work environment, retention, and management effectiveness. An organization with a high, voluntary employee turnover rate could indicate internal issues, ineffective management, or even a poor work environment.

#### 4. Research the organization's view on the social or political topics you most value

Now, more than ever, companies and organizations are taking a stance on social and political issues, making them a part of their mission, and adapting workplace policies that support them. If you're entering the workforce, or simply searching for a new job, understanding a potential employer's stance on the issues near and dear to you can help you determine how your values align with theirs. Check out an employer's website, social media, or articles their senior leaders have published to see what topics they're talking about and what seems to be important to them. Finding an employer whose values align with yours reduces your chances of experiencing value dissonance in the future.

#### 5. Make sure you understand the job description

It may go without saying, but fully understanding the role you're considering and the responsibilities of that role is crucial to your satisfaction with the job once you're in it. A [recent survey](#) found that 72% of millennial and Gen Z respondents were surprised by or regretted taking a role because the job or organization was very different from what they expected<sup>3</sup>. Your talents and time are unique and invaluable. It's important to apply them to a job that fits. So, be sure to review the job description thoroughly before you apply or before the interview, so you can fill any gaps in your understanding during the interview. Also, don't be afraid to follow-up an interview with questions to your recruiter or the employer specific to the job. Gaining a thorough understanding of the job helps ensure that your energy is adequately channeled into an organization and a role you're happy with – not wasted in a misfitting role.

As you begin to navigate the ever-evolving workforce, it's important to find a job that meets more than just your basic needs. Finding a workplace suited to your values, talents, and interests can set you and your organization up for greater success.

## Chapter 2 Pause and Reflect

What are my top 3 priorities when finding a new career or workplace?

What values would I like to see in a potential employer or organization?

Which of my talents do I want to spotlight in a career?

What benefits and/or perks do I *need* from an organization? What benefits/perks do I *want*?



## Chapter 3: Hiring in the Modern Workplace



Once you've shortlisted the potential organizations you'd like to work for, it's time to start the hiring and interviewing processes. Like many aspects of the workplace, the hiring and interviewing processes have adapted to fit the more modern and techno-centric landscape of the world today. Gone are the days of paper applications, cold calling for potential work opportunities, and even in-person interviews.

The modern workplace has taken on a new form of hiring, recruiting, and screening for candidates. Understanding the latest trends, tools, and strategies empowers you to present yourself in the best possible light to potential employers. If you're starting out or starting again in the modern workplace and want to stand out, follow these tips for being hired and interviewed.

### 1. Expect an online application or interview process

Online applications, interviews, and orientations have been on the rise for quite some time. In fact, [93% of employers](#) plan to continue conducting job interviews remotely. Given this fact, you can expect a mostly virtual job search experience<sup>4</sup>.

If you want to nail remote job interviews, start with a clean and distraction-free environment. Distractions have been identified by [Harvard Business Review](#) as one of the top reasons interviewees fail to secure jobs during a remote interview, with a whopping 72% of rejected applicants appearing to be distracted during the process<sup>5</sup>. If you truly want to secure a job through a remote interview, come prepared with a clean appearance and a resolution to remain focused on the interview. Also, keep in mind our tips for practicing remote professionalism.

## 2. Practice professionalism in person and online

Professionalism should be practiced both in and out of the traditional workplace. With many office workers having shifted to the home office or remote office locations, it's important to stay professional across every medium – that includes phone or zoom calls, emails, or messages.

When interviewing or attending a meeting via Zoom, remember to keep the same professionalism you would if you were present in person. Dress correctly and professionally, maintain eye contact when speaking by looking into your device's camera, and opt for a distraction-free environment. Nothing is more unprofessional than appearing distracted or using other devices during a Zoom.

The key to practicing professionalism via email, phone, or messaging is to keep in mind two factors: time and tone. Try to keep phone calls, emails, and messages regarding upcoming interviews or applications within standard business hours. This shows respect for others' time and work/life boundaries.

## 3. Keep an up-to-date resume on hand

An updated resume reflects your most recent accomplishments, skills, and experiences by showcasing your evolving professional journey. It enables you to present yourself in the best light possible, and highlight your qualifications effectively to potential employers. Additionally, maintaining an updated resume encourages self-reflection and goal-setting, as you'll regularly evaluate your career trajectory and accomplishments. If you want to stand out to a potential employer or organization, keep track of your accomplishments, experiences, and ever-growing list of skills with a complete and updated resume.

Also, keep in mind that no job is too small – whether it's an entry level role or minimum wage gig from high school. Although these jobs and experiences may seem irrelevant, these jobs can teach a wide range of success skills that set you apart from other applicants and make you invaluable to the modern workplace.

## 4. Understand the job description

A clear understanding of the job is very important for applicants. In fact, almost [every generation](#) – from Gen Z to Baby Boomers – is interested in getting a clear picture of the day-to-day responsibilities and activities of a given position during the interviewing/hiring process<sup>6</sup>.

For those entering the workplace, it's important to explore and understand what a job entails before launching into the hiring process. Your talents and time are incredibly valuable, and should be applied to a job that complements them. So, always make time to research the position prior to an interview, and ask questions in an interview about the job and expectations.

Staying current with modern hiring processes is crucial for anyone embarking on a new career. Today's workplace has evolved, and its hiring and interviewing procedures have evolved with it. Being familiar and successful with modern hiring practices isn't just about securing a job – it's about positioning yourself for long-term success and growth in the new workplace.

## Chapter 3 Pause and Reflect

How prepared are you to have an online interview or application process?

Does your resume accurately reflect all your current skills and past endeavors?

What are some ways you can increase your professionalism, both in person and online?

Do you feel you have an adequate understanding of the descriptions for jobs in which you're applying?

## Chapter 4: Lifestyle and Livelihood Goals



Each and everyone of us, regardless of our path in life, must set goals that we aspire to. These goals are inspired by our passions, fueled by our talents, and transformed into our purpose. They provide the direction and motivation we need to become the best version of ourselves.

Without goals, we have no direction in any aspect of our lives. Goals also instill a sense of accountability, pushing us to strive for positive improvement and growth. There are two fundamental types of goals that we encounter when becoming our best selves: *Lifestyle* goals, and *Livelihood* goals.

### Lifestyle Goals

Lifestyle goals are the objectives or or aspirations we set for ourselves in order to achieve a certain lifestyle. These goals encompass a wide range of aspects, including relationships, personal development, health and wellness, hobbies, and more. Lifestyle goals enable us to achieve the life we have envisioned for ourselves and those around us. We define lifestyle goals as the 8 Fs: Faith, Family, Friends, Fame, Fortune, Fitness, Fun, and Fulfillment.

If you're striving to be the best version of yourself while starting out in the new workforce, it's crucial to clearly envision and detail your lifestyle goals. While discovering your lifestyle goals, focus not entirely on the what, but on the *why*. Why are these goals important to you? Why are these goals worth striving for?

With these newly-defined goals in mind, we can begin to uncover your livelihood goals.

## Livelihood Goals

While lifestyle goals help define what life you're striving for, livelihood goals establish how your lifestyle goals can be achieved. They are, essentially, the *how* behind your lifestyle goals. These goals include: Achievement, Compensation, Credentials, Promotion, Growth, and Results. Your livelihood goals give you the means and opportunity to achieve your lifestyle goals.

If one of your lifestyle goals is to achieve financial stability, then your livelihood goals regarding compensation become essential to it. Your lifestyle goals encouraging overall fulfillment of life will be affected by livelihood goals of achievement, and growth. In essence, livelihood goals provide the means to support and enable your desired lifestyle, while lifestyle goals define the purpose and direction of your efforts in life. Like lifestyle goals, your livelihood goals should be clearly and concisely outlined in order for them to be actualized.

## Constructing your roadmap to success

Achieving a balance between your lifestyle and livelihood goals is essential for personal development and overall success. Identify your livelihood and lifestyle goals today with our complimentary [Livelihood and Lifestyle Goals Worksheet](#)<sup>7</sup>.

A well-defined plan for your goals is a powerful tool for turning dreams into reality. It provides the structure, guidance, and motivation needed to pursue your goals with confidence and determination. Constructing a well-defined plan to achieve your goals gives you the clarity you need to visualize your success and stay motivated to your growth journey.

Focus your efforts on three strategic initiatives that directly contribute to your lifestyle goals and finance your livelihood goals per quarter. By isolating your efforts to a few, concise initiatives, you'll be able to allocate your resources much more efficiently and continue forward on your path to personal and professional development.

To construct your quarterly plan for your lifestyle and livelihood goals, use this complimentary [Quarter Strategic Initiatives Plan Worksheet](#)<sup>8</sup>.

## Chapter 4 Pause and Reflect

Using the 7 Fs, clearly define your Lifestyle Goals below:

What's your *why* or reason for your Lifestyle Goals?

Livelihood goals provide the means for achieving your Lifestyle goals. Clearly define your Livelihood goals below:

What can you do *today* to move you closer to your Lifestyle and Livelihood goals?

## Chapter 5: Hard vs. Soft Skills



Each of us holds our own unique and valuable talents. When we utilize our time and experiences to lean into our talents, we begin to develop skills we use to earn our spot in the workforce. Hard and soft skills are two categories of abilities that each one of us possess. While they differ in specifics, each is extremely valuable to starting or shifting careers.

### Hard Skills

Hard skills are specific and teachable talents that are often quantifiable or measurable. Mostly learned through formal teaching, training, or experience these skills tend to relate to specific careers or fields of work. These skills are clearly defined, clearly measured, and often expected for certain positions. Hard skills are the skills often requested or specifically required in certain fields or positions. We make the most of our hard skills when we bring our best efforts to each and every use of them.

Examples of hard skills include technical skills like proficiency in specific tools or software, knowledge of a foreign language, data analysis, accounting, graphic design, use of machinery, and many more.

Hard skills are incredibly important to the workplace. Without the specialization created by hard skills, organizations, trades, and special practices would be unable to operate. What's more, most of our passions and talents that define our purpose would go unrealized.



## Soft or Success Skills

If hard skills are measurable or quantifiable, soft skills are immeasurable and often intangible. These are the skills we craft through our experiences, life lessons, and informal training. Often referred to as success skills, these skills complement our hard skills and round out our abilities. While hard skills may steer us to a specific path, our soft skills give us the capability to travel it. Soft skills are as equally important to develop and procure as hard skills.

Success skills often give us the competitive edge in a given field and propel us forward toward greater horizons. They are applicable to and derived from just about all professions. They include time management, customer relations, problem solving, critical thinking, public speaking, leadership, work ethic, and many more.

## Honing your skills

In fact, [many generations of workers](#) prefer to hone their own skills and to work with or manage others who consistently seek the same<sup>9</sup>. If you want to stand out among your peers, make the most of each career opportunity, or simply bring your best self to work, work on crafting and improving your hard *and* soft skills. Work on fine-tuning your unique talents, as well as harvesting new abilities by seeking new experiences and growth opportunities in and out of the workplace.

### **Soft skill improvement**

We can improve our soft skills by seeking feedback on our work, focusing on our communication, and seeking new experiences. When we invite feedback into our worklife, we improve our role in the workplace and shape our soft skills. Knowing what your peers and management expect from you and how you exceed or fall short of expectations allows you to focus your efforts on the soft skills most in need of improvement.

Communication has been ranked as one of the [most important soft skills](#) of the modern workplace<sup>10</sup>. Any chance to improve this ability should be taken seriously. Effective communication benefits everyone in the workplace and can often be the difference between success and failure in a project, task, or an entire organization. Learning to communicate effectively and efficiently also requires the use of numerous other soft skills: professionalism, writing, teamwork, to name a few. And, since there are numerous ways of communicating in the modern office, there are even more soft skills to be gained from learning effective communication than there were in past years. If you want to hone your soft skills, learn to communicate well by communicating often.

Stepping outside of your comfort zone and seeking new learning experiences will undoubtedly sharpen your soft skills. Whether this means working in new settings, taking on new

responsibilities, or stepping into a leadership position, placing yourself in unfamiliar professional terrain will teach you new soft skills – and possibly a few hard ones, as well.

### ***Hard skill improvement***

Hard skills are often acquired through necessary training or education. However, if you're looking to stay fresh or to improve upon your already solid hard skills, then practice makes perfect. Practicing your hard skills and utilizing them daily in your work can help to build upon the foundation laid during your training, taking your skills to new heights. If you have a specific set of hard skills, make sure you're up-to-date on modern practices of these skills and that you're using them as best and often as you can.

If you secure a job that requires only some of the hard skills you've learned, find unique and creative ways to integrate your unused hard skills in the workplace. Maybe that means using a different, more efficient software you're proficient in, or assisting with tasks that fall just outside of your job description. That can ensure you're practicing and making the most of the talents and skills you possess, while contributing more to the workplace around you.

Although each of us is born with a unique set of talents, hard work and perseverance can help us acquire a wide variety of skills in our lives. Making the most of these skills can help us unlock more potential and become our better selves, while making us even more valuable members of the workforce.

## Chapter 5 Pause and Reflect

What hard skills do you possess?

What soft skills have you acquired?

How do your hard and soft skills affect your performance in the workplace?

What are some ways you can start honing your hard and soft skills today?

## Chapter 6: Learning Styles



A learning style refers to an individual's method of understanding, absorbing, processing, comprehending, and retaining information. Understanding your learning styles is imperative to becoming your best self and bringing that best self to work everyday. By recognizing and accommodating your learning style, you can learn and engage more efficiently in the workplace.

### Types of learners

There four main categories of learning styles:

**Visual:** Visual learners prefer to learn by seeing pictures, graphs, symbols, or other visuals that relay necessary information. You may be a visual learner if you find it difficult to take notes during a presentation or to listen to a lecture with no visual aids present.

**Kinesthetic:** Kinesthetic learners are *hands-on* learners. They prefer practical and physical experiences to teach them what they need to know. You may be a kinesthetic learner if you understand concepts more once you've physically performed a related action.

**Auditory:** These learners acquire knowledge best when listening, speaking, or discussing a subject. You may be an auditory learner if you find it hard to simply read or visualize certain ideas and prefer to have them explained or spoken aloud.

**Verbal:** Verbal or *Reading* learners prefer words and texts to obtain knowledge. They like text-heavy presentations or written memos rather than spoken or visualized knowledge.

Learning style	Description
<b>Visual</b>	Learning by pictures, graphs, symbols, or other visuals
<b>Kinesthetic</b>	<i>Hands-on</i> learning by practically and physically experiencing the material
<b>Auditory</b>	Learning through listening, speaking, or discussing
<b>Verbal</b>	Prefer reading written material or text-heavy presentations

It is generally thought that each individual has one or two preferred methods of learning. For example, you may be a visual and kinesthetic learner, preferring to see or experience new materials to understand it.

### Why learning style matters

Although often our educational pursuits end when our careers begin, we never truly stop learning. Learning takes place everyday in every situation, but especially in the workplace. Although it may seem irrelevant now, learning style is incredibly relevant when faced with the necessity of acquiring or supplying knowledge as it happens in the workplace. Knowing your learning style can help you to improve the manner in which you take in and process knowledge at work. When you acquire necessary information in a manner unsuited to your learning style, you'll likely find it hard to grasp or put into practice. However, when knowledge is passed to you in a way suited to your style of learning, you can better understand and put to use the information you're given.

It may also be important to understand the learning style of your team members and peers. If you're tasked with communicating certain information, guidelines, or procedures, you can better align your instructional or facilitation style to their preferred methods of learning. Learning style may also play a pivotal role in how you present ideas or reports to your organization. A prize-winning idea may go unrealized and unappreciated if presented in a format contrary to the learning styles of your intended recipients.

Learning styles, although seemingly insignificant in the workplace, actually play a pivotal role in interpersonal relationships and communication in the modern office. Knowing your preferred learning style and how to best receive and communicate information can set you apart as a complete asset in today's workspace.

## Chapter 6 Pause and Reflect

What learning style or styles resonate most with me?

How will discovering your learning style improve your performance in the workplace?

Are there other areas in your life that may be impacted by your learning style?

How would learning your team members' or coworkers' learning styles affect your work relationships and how you convey information?

## Chapter 7: The Remote Workspace



Remote work and the ability to work from home has become a large part of the global and national workforce. In fact, about a third of all U.S. workers who are able to work from home do so, according to [recent Pew research](#)<sup>11</sup>. Remote and hybrid models of work seem to be here to stay.

With the modern workplace having shifted in large part from the corporate office to the home office, it can be difficult to navigate the workplace landscape. For those new to the workforce, or who will be entering the now remote workforce, we've compiled the following tips to guide you through the remote and hybrid workplace.

### Practice professionalism

Professionalism should be practiced both in and out of the traditional workplace. With many office workers having shifted to the home office or remote office locations, it's important to stay professional across every medium—that includes phone or zoom calls, emails, or messages.

When interviewing or attending a meeting via Zoom, remember to keep the same professionalism you would if you were present in person. Dress correctly and professionally, maintain eye contact when speaking by looking into your device's camera, and opt for a distraction-free environment. Nothing is more unprofessional than appearing distracted or using other devices during a video conference.

The key to practicing professionalism via email, phone, or messaging is to keep in mind two factors: time and tone. Try to keep phone calls, emails, and messages within standard business hours, when possible. This shows respect for others' time and work/life boundaries. However, if

a matter is pressing and must be addressed pre- or post-office hours, be sure to keep contact within reasonable hours and explain why the matter is urgent.

## Expect remote hiring practices

Online applications, interviews, and orientations have been on the rise for quite some time. In fact, [93% of employers](#) plan to continue conducting job interviews remotely. Given this fact, you can expect a mostly virtual job search experience<sup>12</sup>.

If you want to nail remote job interviews, start with a clean and distraction-free environment. Distractions have been identified by [Harvard Business Review](#) as one of the top reasons interviewees fail to secure jobs during a remote interview, with a whopping 72% of rejected applicants appearing to be distracted during the process<sup>13</sup>. If you truly want to secure a job through a remote interview, come prepared with a clean appearance and a resolution to remain focused on the interview.

## Build a regular working routine

Working from home and remotely come with numerous advantages, one of which is the ability to work on your own schedule. However, time management plays a massive role in ensuring you complete your work and stay ahead of the curve. By crafting and adhering to an energy-efficient work routine, you'll stay on top of deadlines and avoid the last-minute or overnight crunch.

Be sure to make regular breaks and brief refreshers part of your work routine to help you maintain energy efficiency and keep your mind at its peak.

## Create and sustain work/life boundaries

A [recent Pew Research poll](#) discovered that 71% of remote workers believe working from home has bettered their work/life balance<sup>14</sup>. Being able to work remotely offers more flexibility to your work life and allows you to align your day to your lifestyle and livelihood goals. In order to reap the benefits of remote work, however, you must set clear boundaries between your work and your personal life.

Creating boundaries can ensure you meet your work goals, while also allowing time for family, hobbies, and personal interests. Setting time boundaries, like regular work hours and days, can aid in sustaining work/life harmony. Give yourself set work hours every day, and try to complete work within them. Be sure to make these boundaries or time frames known to those you work with by only answering emails or calls during work hours (unless a matter is absolutely urgent). By prioritizing your time and energy, you'll create a more balanced work and personal life.



## Socialize with your colleagues

[Recent polls](#) conducted by the Pew Research Center concluded that 53% of remote workers polled feel that working from home hurts their relationship with coworkers<sup>15</sup>. Although this feeling is understandable given the limited in-person interaction that takes place between remote coworkers, working remotely doesn't necessarily have to mean isolation. Whether by scheduling in-person work meetings, weekly zoom catch-ups, or simply social get togethers, investing time to build relationships with your coworkers can help stave off feelings of disconnectedness. Think of your co-workers as teammates, without whom your job would be much harder—if not impossible.

The remote workplace is now very much a part of the workplace experience— and knowing how to manage it is crucial to your success. Whether you are aiming for a completely remote position, or you land a job with a hybrid work option, learning to navigate the newly virtual workspace is important to standing out and bringing your best self to work.

## Chapter 7 Pause and Reflect

How prepared are you to take part in the new remote or hybrid model of the workplace?

In what ways would you benefit from a remote work option?

Are there factors pertaining to remote work that intimidate you?

Are you prepared for remote or virtual hiring practices?

## Chapter 8: Conclusion

The workplace is constantly adapting to the world it inhabits. From the rise of remote work to the increasing importance of diversity, today's office looks drastically different from the offices of yesterday. As the workplace adapts, so must we. To thrive in the ever-changing, dynamic landscape of the modern office, you must commit to developing a deeper understanding of it. By investing time in learning the ins and outs of today's workplaces, we better prepare ourselves for success and growth.

Once you gain an understanding of the workplace, you can actively strive to bring your best self to work everyday. Within you is an unlimited and untapped potential waiting to be actualized. By learning to bring your best self to work everyday, you can unlock this potential and become all you are meant to be.

Begin your journey to your best self today with The Growth Group's free and downloadable resources. With comprehensive [guides](#), hands-on [worksheets](#), and exclusive [articles](#) and [videos](#), we'll provide you with all you need to dive confidently into your growth journey.

# Appendix: Sources and Resources

## Chapter 2: Finding the workplace for you

- 1 “One-Fifth of Americans Find Workplace Hostile or Threatening.” *CNBC*, CNBC, 14 Aug. 2017, [www.cnbc.com/2017/08/14/one-fifth-of-americans-find-workplace-hostile-or-threatening.html](http://www.cnbc.com/2017/08/14/one-fifth-of-americans-find-workplace-hostile-or-threatening.html).
- 2 Pavlou, Christina. “How to Calculate Employee Turnover Rate.” *Recruiting Resources: How to Recruit and Hire Better*, 16 Apr. 2024, [resources.workable.com/tutorial/calculate-employee-turnover-rate](http://resources.workable.com/tutorial/calculate-employee-turnover-rate).
- 3 Tomb, Devin. “72% of MUSE Survey Respondents Experienced ‘Shift Shock.’” *The Muse*, The Muse, 30 Aug. 2022, [www.themuse.com/advice/shift-shock-muse-survey-2022#:~:text=41%25%20would%20give%20a%20new.live%20up%20to%20your%20expectations](http://www.themuse.com/advice/shift-shock-muse-survey-2022#:~:text=41%25%20would%20give%20a%20new.live%20up%20to%20your%20expectations).

## Chapter 3: Hiring in the modern workplace

- 4 Haan, Katherine. “Remote Work Statistics and Trends in 2024.” *Forbes*, Forbes Magazine, 10 June 2024, [www.forbes.com/advisor/business/remote-work-statistics/#sources\\_section](http://www.forbes.com/advisor/business/remote-work-statistics/#sources_section).
- 5 “4 Tips to Nail a Virtual Job Interview.” *Harvard Business Review*, 5 Apr. 2024, [hbr.org/2021/03/4-tips-to-nail-a-virtual-job-interview](http://hbr.org/2021/03/4-tips-to-nail-a-virtual-job-interview).
- 6 Morse, Melissa, et al. “Generational Hiring: Wants, Needs, and Everything in Between.” *HR Daily Advisor*, 18 Feb. 2020, [hrdailyadvisor.blr.com/2020/01/21/generational-hiring-wants-needs-and-everything-in-between/](http://hrdailyadvisor.blr.com/2020/01/21/generational-hiring-wants-needs-and-everything-in-between/).

## Chapter 4: Livelihood and lifestyle goals

- 7 “Life Style and Livelihood Goals: Workbooks and Worksheets.” *The Hicks Fix*, [www.thehicksfix.com/workbooks-worksheets?pgid=kzw865ui-d250a1d1-1a72-4d6a-9b8f-d70f4995f28c](http://www.thehicksfix.com/workbooks-worksheets?pgid=kzw865ui-d250a1d1-1a72-4d6a-9b8f-d70f4995f28c) Accessed 13 June 2024.
- 8 “Quarter Strategic Initiatives Plan: Workbooks and Worksheets.” *The Hicks Fix*, [www.thehicksfix.com/workbooks-worksheets?pgid=kzw865ui-fc132069-e188-484a-8bf2-5e99facef520](http://www.thehicksfix.com/workbooks-worksheets?pgid=kzw865ui-fc132069-e188-484a-8bf2-5e99facef520) Accessed 13 June 2024.

## Chapter 5: Hard vs. soft skills

- 9 *This Is What Millennials and Boomers Can Learn from Gen-X Managers*, [www.fastcompany.com/40568780/this-is-what-millennials-and-boomers-can-learn-from-gen-x-mangers](http://www.fastcompany.com/40568780/this-is-what-millennials-and-boomers-can-learn-from-gen-x-mangers) Accessed 13 June 2024.
- 10 “11 Essential Soft Skills in 2024 (with Examples).” *Forbes*, Forbes Magazine, 29 Apr. 2024,

[www.forbes.com/advisor/business/soft-skills-examples/](http://www.forbes.com/advisor/business/soft-skills-examples/)

## Chapter 7: The remote workspace

11 Parker, Kim. "About a Third of U.S. Workers Who Can Work from Home Now Do so All the Time." *Pew Research Center*, Pew Research Center, 30 Mar. 2023, [www.pewresearch.org/short-reads/2023/03/30/about-a-third-of-us-workers-who-can-work-from-home-d-o-so-all-the-time/](http://www.pewresearch.org/short-reads/2023/03/30/about-a-third-of-us-workers-who-can-work-from-home-d-o-so-all-the-time/)

12 Haan, Katherine. "Remote Work Statistics and Trends in 2024." *Forbes*, Forbes Magazine, 10 June 2024, [www.forbes.com/advisor/business/remote-work-statistics/#sources\\_section](http://www.forbes.com/advisor/business/remote-work-statistics/#sources_section)

13 "4 Tips to Nail a Virtual Job Interview." *Harvard Business Review*, 5 Apr. 2024, [hbr.org/2021/03/4-tips-to-nail-a-virtual-job-interview](http://hbr.org/2021/03/4-tips-to-nail-a-virtual-job-interview)

14 Parker, Kim. "About a Third of U.S. Workers Who Can Work from Home Now Do so All the Time." *Pew Research Center*, Pew Research Center, 30 Mar. 2023, [www.pewresearch.org/short-reads/2023/03/30/about-a-third-of-us-workers-who-can-work-from-home-d-o-so-all-the-time/](http://www.pewresearch.org/short-reads/2023/03/30/about-a-third-of-us-workers-who-can-work-from-home-d-o-so-all-the-time/)

15 "About Pew Research Center." *Pew Research Center*, Pew Research Center, 25 Mar. 2010, [www.pewresearch.org/about/](http://www.pewresearch.org/about/)