

How to Start your New Job Successfully

Starting a new job can be a daunting experience. Now, more than ever, it is important to make the right impression. You may be working with these people for a long time, and how you come across in the first days and weeks can have an impact on how you will be perceived in the future and what opportunities will be made available to you.

To make the best possible start in your new job, it pays to follow these guidelines:

Don'ts

- Don't think because you are new, you can sit back and take it easy for a while and let everyone else show you what to do. Show initiative and enthusiasm.
- Don't try and re-invent the wheel from day one. Learn the job and the processes that are in place before you start trying to change them.
- Don't be drawn into discussions about other members of staff. You don't know whom you can trust and whom you can't at this stage. Stay away from office politics.
- Don't use your work phone to make personal calls without asking and even then, keep them to a minimum.
- Don't leave on the dot, come back late from your lunch breaks or start booking holidays straight away.
- Don't sit in silence and wait for people to talk to you. Think of questions to ask people and start conversations yourself.

Do

- Demonstrate that you have researched the company & products wherever possible.
- Have a note book and pen ready and write everything down.
- Ask questions when you don't understand (you are not expected to understand everything).
- Make sure you are well presented and that your body language indicates enthusiasm and willingness to work.
- Smile.
- Try to remember people's names. It makes your life easier