

Starting your new job

One chance to make a first impression

- ✦ Find out what the dress code is; You don't want to turn up in a suit if everyone else is in jeans!
- ✦ Be punctual, set off early to make sure that the traffic doesn't delay you. If necessary practise the route before you start to make sure its easy
- ✦ Smile and be polite to everyone – it doesn't cost anything
- ✦ Don't be afraid of asking questions, be inquisitive to show interest – and it beats making mistakes!
- ✦ Find out what your duties will be and which department you will be working in. Get to know who your managers and line reports are and make an effort to get to know them
- ✦ Get to know the products or services your company is supplying and the relevance of what you are doing in the bigger picture
- ✦ Be nice, add value and volunteer for things that aren't within your job description – they could all add up to a big promotion...
- ✦ Communicate and build rapport; show interest in your colleagues and their interests outside of work (they may have a hobby you're interested in too)
- ✦ Jargon – new terminology, make a note of it, ask what it means, get used to using it on a day to day basis.