

What to Do When Starting a New Job

Alright! So you've got the job! But now how do you manage the transition from university life to a professional environment? This guide will give you the basics on how to present yourself in a new job as well as give other helpful tips.

Take a little time off

- ❖ Habits are hard to break, whether you are transitioning from school to work, or one job to another, you will want to prepare for a new schedule/routine. Time off will help you do this.
- ❖ In college you get a lot of breaks and time off, but at a job you get a limited amount of time off. Taking time off before starting the job not only helps you cope with the schedule change but also will help relieve any stress or anxieties before you begin work.

Workplace etiquette

- ❖ You are a professional, so make sure you look the part. Having a neat appearance says you care.
- ❖ When you start your new job you should always dress a little above what is expected.
- ❖ Ask people how they prefer to be addressed, i.e. Nicholas or Nick etc., and address them with their preferred name and/or title.
- ❖ Always be respectful and courteous. Do not make inappropriate comments or jokes.

Don't be late to arrive and early to leave

- ❖ Do not be the last in and first out of the office – it will look like you don't want to be there. This is not how you want to be seen in your first days.
- ❖ Be a little early in the morning – it gives you time to prepare for your day.
- ❖ Do not be in a rush to leave at the end of the day, you do not need to stay late – but people will notice if you are always the first out of the door.

Be friendly

- ❖ Most of us spend more waking hours with our coworkers than with almost any other people in our lives, so BE FRIENDLY!
- ❖ Socialize with your new coworkers over lunch and coffee as much as possible – let them see that you want to be part of the team.
- ❖ The sooner you can handle a full workload, the better the impression you will make.

Set goals and create a plan

- ❖ Include all of the things you are expected to learn, as well as a few goals you set for yourself to keep you motivated.
- ❖ Prioritize your goals to help you remember which skills are more important to master.
- ❖ Remember, the point is to keep yourself challenged so that you stay motivated, but not so challenged that you get discouraged.
- ❖ You may want to share your goals – and your progress – with your boss. It will help you be sure you are heading in the right direction. It will show your boss that you are organized and committed.

Talk to your boss

- ❖ Your boss hired you because you seemed right for the job, so let them know how you are doing. Give a progress report.

Be positive

- ❖ Most of us prefer to be with positive people, rather than those who are always complaining and pointing out the negatives. Positive people make better first impressions. Staying positive in a new, or difficult, situation makes it easier for everyone.
- ❖ Smile when you meet new co-workers.
- ❖ Do not complain or gossip. This is a good practice to follow always, but is especially important during your first weeks on the job.
- ❖ Ask questions and seek help

Don't just sit there

- ❖ During your first few weeks, your employer will probably give you a lighter work load than normal. Even so, you are expected to let them know when you are ready for more work.
- ❖ Use this time to focus on mastering and completing the work you have been assigned, and let your supervisor know if you will need another assignment soon.

One more thing!

- ❖ Update your resume. You have your job - now include it in your work experience section. Always keep your resume updated. You never know when someone may invite you to join a professional association, etc. You do not want them to have to wait while you make changes. Being prepared is being professional!