

Top Do's and Don'ts for Starting a New Job

Here are some suggestions for what you can and shouldn't do when starting a new job

- ❖ **Facts** – if you are unsure about anything, it is absolutely fine to ask questions before hand. Ask the Human Resources representative or your line manager/supervisor. If you're not sure who to ask, check with your line manager or with the person who offered you the job. Make sure that you find out about your work schedule, hours of work, salary, benefits and any other information you need to successfully be part of your new team.
- ❖ **Dress Code** – check what is the dress code for your work environment. What you wore to your job interview might not be appropriate for you to wear in your new role. If you haven't been given a dress code, ask what the appropriate attire is for your workplace. Make sure that you have a few work outfits ready.
- ❖ **Company's equipment policy** - Some employers have Bring Your Own Device/Computer policies that include tablets and smartphones, as well as computers. You may be expected to use your own laptop, or you may have the option to use it. Make sure that you ask what equipment is available to you during your employment.
- ❖ **Social media policy** – Check out your new employer's social media policy – some companies don't care about employee's posting on Facebook, Twitter, Pinterest, or other social media sites during working hours, however other have policies that prohibit it. Find out what is acceptable before you start posting. Take the time to vet your social pages. Some of your new co-workers or even your new boss might want to be your Facebook friend. Make sure what they can view is fit for public consumption. Check your privacy settings and be careful about who gets to see what.
- ❖ **Don't presume you know anything** - Being humble is worth a lot when you're starting a new job. Nobody likes a know it all, especially someone who doesn't really know anything about the job or the organization. Make sure that you take the time to listen and learn before you start giving advice.
- ❖ **Punctuality** - One easy way to help minimize the stress of starting a new position is to do a trial run before you start the job. Figure out your transportation and where you're going, where can you park. Make the trip a few days ahead of time to see how long it takes, giving yourself a cushion for traffic or other delays. Then give yourself a little extra time so you can arrive at work a few minutes early on your first day.
- ❖ **Ask** - There is no such thing as a stupid question when you're starting a job. Your employer would prefer that you ask as that's easier than having to fix a mistake. You won't be expected to know everything, and it's better to ask for help than to guess.

- ❖ **Build relationships** - Relationship building can be hard, especially if you're the new kid on the block. It can be harder when you don't have an outgoing personality, and meeting new people is a challenge. Do your best to be friendly and warm, and again, asking for advice is always a good way to break the ice. When invited to social events try and accept where possible as social surroundings is always a good way to get to know your colleagues.
- ❖ **Flexibility** - It is always good when starting a new job to give yourself some extra time to understand and learn, so make sure that you leave room within your schedule to do so, if necessary come in early or stay late. Spending extra time can help you learn about the company and build relationships with your new colleagues which will then increase your comfort level within the company.
- ❖ **Team Player** - If any opportunity arises to undertake other activities or support your work colleagues, show willingness to assist and that you are happy to be a team player. Being a team player shows many of your characteristics that strengthens your appointment to the role you have been employed including that you get along easily with people; that you're an effective collaborator and that you can communicate with people from various backgrounds and with different personalities, all of which will go a long way in developing your career path for the future.