

Surviving The First Day In A New Job

You should feel really proud of yourself. Your CV impressed, you were the strongest candidate at interview and now you've accepted the job offer.

Only one more daunting experience to go – the first day of your new job is just around the corner. Don't let "first day" nerves take the shine off your achievement, our top tips will help you make the best first impression with new peers and colleagues.

Be Early

Try "test-driving" the route to work before your first day. If you are using public transport leave plenty of time for potential delays as turning up late, or flustered, is a bad start.

In time, you might decide to walk or cycle to work, but don't do it on your first day or until you've worked out if shower / changing facilities are available.

Dress For Success

Take note of how other employees dress when you go for interview because some work environments actively encourage a casual dress code. However, it's better to be over, rather than under, dressed on your first day as the way you dress does influence how others think about you. If you want to be considered professional, dress professionally.

Don't Be Shy

By introducing yourself to co-workers you are showing confidence, friendliness and a desire to create new relationships.



Be Yourself

You secured the job on your merits, so just keep doing what you do best – being yourself. Employers value authentic people who are honest about their abilities, the interview scenario allows you to talk a good game, once in the job it's all about sharing your knowledge and experiences to help others and executing your own work well.

Take Notes

It is impossible to remember everything you learn on the first day. By taking notes you can jot down useful information that you can refer to at a later time as well as any questions you need clarified. Don't be concerned about asking questions - it's how you adapt to a new working environment and shows your new employer that you are willing to learn.

Learn The Rules

Every organisation has a culture and a particular way of executing every task. It's likely that you'll be encouraged to contribute your own ideas and improvements - but not on the first day!

The first few weeks of your new job should be spent learning, reflecting and respecting the way things are done. If you don't pay attention you will be considered rude and probably obnoxious by your peers and manager.

Intranet

If you are working for a medium or large organisation then the intranet is probably a great source of material. As well as current information you'll probably find archived company newsletters, procedures and social events.



Make A Buddy

Many companies operate a buddy system as part of the orientation process. This is where you are paired with an experienced member of the team who will be a valuable source of information and support to you. Your buddy will clearly remember what it's like to be a "newbie" and will be able to answer all your questions, from where the canteen is to how you can join the sports and social club.