You got the job!

Preparation is the key to a successful start in a new job. Essentially, you are still on trial for the first few weeks in any job and it's important to set the right image from the moment you walk through the door on your first day.

The first day on the job:

• Show both your supervisor and co-workers that you are polished, professional and take your new position seriously.
• Remember the time you took to prepare your professional appearance for your interview? Do the same thing again. Make sure that your clothing is clean and pressed.
• Be punctual and arrive early (but not more than 15 minutes early). As with your interview, leave yourself plenty of time to account for traffic or unexpected circumstances.
• Before going to work your first day, learn as much as you can about your new company. Visit the Web site and review annual reports or brochures (if available).
• During your orientation, take notes and do not be afraid to ask questions. Show how interested and motivated you are to do a good job. You are not the first employee who has gone through training!
• If you do not have a written job description, make your own. Write down your daily, weekly, monthly and yearly responsibilities.
• Do not share key cards, office keys, disks and passwords.
• Write down and commit to memory the mailing address, phone and fax numbers of your new company.
• When you record your personal phone message, be upbeat and clear. Remember to say your name and your company’s name.

The first week on the job...

• Get to know your co-workers but avoid office politics. Be inquisitive, listen and be open-minded.
• Do not complain or gossip about your old company or boss. A negative attitude is seen as very unprofessional.
• Pay attention to the office schedule and expectations of what hours to keep.
• Leaving work earlier than other people, especially when there is a big deadline or project, could give the impression that you are not willing to make an effort. Whereas, staying late every night may not be best either; it could become something that's expected.
• Make sure you are familiar with all the office equipment and how to use it.
• Educate your children on phone etiquette and appropriate times to call, especially if you work in a cubicle or share a phone line with other people.
• Always turn off your cell phone when you are in a meeting. If you forget, quickly apologize and silence the phone.
Do’s and Don’ts of your First Week in a New Job

Office Do’s

- Dress smartly. Better to be overdressed than come to work looking too casual. Uniform should be clean and neat.
- Feel free to ask questions that are relevant to any tasks you’re assigned.
- Be courteous and friendly to everyone you meet regardless of rank. First impressions count and the post room person could end up being the office ‘fixer’ who can make your life a lot easier.
- Project the image of a conscientious worker who is friendly.

Office Don’ts

- Make personal phone calls from your office phone. It is something that you need to do discreetly from your mobile until you know more about the office culture.
- Talk too loudly on the phone. Similarly, don’t leave your cell phone unattended at your desk or put your phone on speakerphone when dialing. Colleagues need to concentrate on their work too.
- Criticize fellow workers or the work itself unless you are asked to contribute constructive criticism. Otherwise, it looks unprofessional and leaves you wide open to manipulation by others.
- Join in with any teasing of a fellow workmate. The dynamics of any group are complex and it is better to observe them than to become involved immediately.
- Take too many breaks. Some smokers do about two hours less work a day than their colleagues.
- Ignore personal hygiene.