

## Top Hint

Remain punctual,  
dedicated and make  
sure you are on top  
of your tasks

## Starting Your New Job

You've finished working your notice and your new job is likely to start within a few weeks. Here are a few hints and tips that will make the transition as easy as possible

- ✓ **Contact.** It's a good idea to keep in touch with your new employer. The time from accepting the offer and starting can seem like a long period. To avoid first day jitters get familiar with the company, team and manager. A good tip is to contact your line manager or boss and ask them to recommend any reading material in preparation for your start. You may even find yourself invited along to a company social event. A fantastic way to make you feel at home before you've even started.
- ✓ **Research.** Any reading or research you can do before starting your new position will put you in a strong position when you start. It's worth dedicating a bit of time to this. As above, ask your manager for recommended reading material
- ✓ **Network.** If you haven't already, then speak to colleagues you know who've done business with the company. Start to understand the business in more depth than previously researched
- ✓ **Impressions.** You managed it during the interview stage but ongoing impressions are important in your first months of the job. Remain punctual, dedicated and make sure you are on top of your tasks
- ✓ **Social.** Be sensible about social events. Do get involved but don't be the first in the pub for a birthday of someone you've never met before. Socialising with your colleagues is really important but you don't want to set the tone as the office clown. First impressions are hard to shake!
- ✓ **Enjoy.** The first month will be the toughest. You'll be exhausted from learning not just your job but company policies. Remember though, you're now part of a new team and deserve to enjoy it!
- ✓ **Staying in touch.** Staying in touch with recruitment agency and specifically your recruitment agent is important. They still remain an important contact for you and can help with any bumps in the road ahead. Remember, they will have worked with the employer longer than you and understand their business well. They can be useful on matters you may find difficult to speak to your manager or boss