



Starting your new job

Don't worry, you are bound to feel nervous, anxious, and excited regardless of what level you are joining at or how far you are into your career. Remember to be yourself; you made it through the interview process, and they have offered you the job because they know the value you will bring to the company. We have however put together a few tips to help you make the best impression on your first day.



Research and preparation

Before you start, go back over your old notes, and refresh yourself with the company's online profile. There will be plenty of material covered during your induction, but it is good to have a head start. Browse through LinkedIn to help get a feel for the team and company, recent posts and groups are a good place to start. Whilst serving notice, contact your new manager, let them know you are excited to join and see if they have any preparation advice or a week one checklist. Confirm your schedule and don't assume start and finish times. If in doubt arrive early. Do a practice run of your commute and test your computer from home, internet connection, along with any other equipment you will be using. During the first few weeks listen, ask plenty of questions and take lots of notes. You are new, so it is ok to act new!

You

Have a personal introduction ready to go as you will get asked about yourself a lot early on. Keep positive and focus on telling people how excited you are to join the team, to get to know everyone and to make a great impact on the company. Strike a balance between working hard and looking after yourself – starting a new job will be mentally draining. Think about a good diet and get plenty of sleep, this will help you keep up your energy. Don't take too much on straight away and be patient for progress. Keep an open mind, you will learn new things off everyone you meet regardless of level. You should challenge yourself and get out your comfort zone. When you update your LinkedIn, double check if there is any branding you should use in line with company policy. Lastly, if you can help it, don't take too much holiday in the first couple of months, as it may set you back.

People and culture

Say hello and get to know as many of your new colleagues around the company as you can. Try to remember names; it's hard when being introduced to a lot of people but it is a great personal touch. Be friendly and polite with the team. Avoid office politics, gossip and aim to develop professional working relationships. Plan to say 'yes' to sociable events if you can. Most companies will have plenty going on to help you get closer to your new co-workers e.g. quiz nights, yoga classes, charity events or a weekly five-a-side football team. It can be a great way to help you settle in away from the office. However, the easiest thing you can do is offer to do a tea or coffee round with a few biscuits.

Environment

Update your workspace, whether that is at home or in the office, freshen it up. Even a new plant or mouse mat will help you to get into the new job mindset. When in the office, don't be embarrassed to get out your favourite mug or the family photo, as long as it's business-appropriate, it's what makes you, you. Get to know the building, learn where the kitchen, toilets, showers etc. are, it will help you get organised and set good habits, as well as making you feel more settled.

Congratulations you are now ready to start your new job. The first few weeks may still be challenging and if something isn't right speak to your manager or the company. Your recruiter will also check in with you in the first few months but don't be afraid to call them. They will be more than happy to help and have confidential conversations with you about how everything is going.

Good luck in the next stage of your career!