

TOP TIPS FOR STARTING A NEW ROLE

If you have recently found yourself a new role, well done, that's great news! But now what? Your first day can be nerve wracking but whatever role you are starting make sure your first impression is positive and long-lasting with our top tips for starting a new role.

What to expect on your first day?

Your employer should be as keen to settle you into your new role as you are to settle in yourself and therefore should make you feel as welcome as possible. They should have someone to show you round, introduce you to colleagues and generally have a good induction to the business.

- **Most roles have a 3 or 6 month probation period**, so treat your first week as an extended on the job interview and make sure you are well presented on your first day, it is always easier to reassess your dress attire the following day and wear something less formal.
- **Starting a new role can be intimidating even for the most confident of people**, remember they offered you the role so they feel you are the best fit for the company, the team and the job itself. Take the opportunity to prove you are the right person for the role and they made the right decision in hiring you.
- **Listen and make notes**; in the first stages of your new role, you will most likely be bombarded with information, there should be a lot of listening and less talking. Take lots of notes to refer to when it's less hectic, it shows you are genuinely interested and are taking the time to take onboard the information you are being told.
- **Remember and re-read your notes in the evenings**; relook at notes, remember where people are seated, who they are and what part they play in the business. Note who you will have regular contact with and relevant information that will help you build rapport and relationships with people as time develops.
- **Ask relevant questions during your induction**; keep it professional and ask questions that are relevant to the business and role. Try not to get too personal too quickly, cigarette breaks and break times are probably less important than expectations in the role etc. These points can be discussed with your team rather than your manager.

What to do on your first day if you think you have made the wrong decision or have concerns?

Firstly, don't panic! Starting a new role can be daunting and it can take time to settle in, you may have been in your previous role for some time and change is difficult. Whatever your concerns don't just leave the role with no explanation. Ask for a meeting with your supervisor or manager to discuss the situation, and once they have



had a chance to respond to any issues you can make a more informed decision. Usually your employer or agency will catch up with you at the end of the first week to see how the new role is going and make sure you are settling in, so be honest if you have concerns and they can be ironed out sooner rather than later, your agency will be well versed in having conversations such as these with employers.