

Starting a New Job



Congratulations! Your hard work has paid off, and you've got a job. As in your job search, preparation will make the transition to employment a successful one. Starting out, you may have a bad case of the jitters, especially if this is your very first job. It's understandable; the first week in your new job will set the stage for how you will function in your new position, how others will see you, and what responsibilities you will be given. This Guide provides suggestions on how you should approach your new job and what to expect the first week or two.

In the days before you start

Things to know

- When and where you report to work. Do you report to the main business office? Or the human resources office for an orientation? The location may be different from where you interviewed. If you missed this information or never received it, you should call to confirm.
- Should you bring lunch or is there a company cafeteria?
- Where should you park? Do you need a permit or passcard?
- If there's a security check point, will the guard have your name?
- What paperwork do you need to bring with you? Is there anything else you should bring?
- Is there a company dress code?
- Who will be your supervisor? It may not be the same person who interviewed you.

If you plan to drive to work

Have you mapped how you will get to your place of work? This is especially important if the place where you are to report is different from the place where you interviewed. For example, you may have interviewed at the home office of the company, but you are to report to a construction work site, a branch office or a separate store. Make sure your car is filled with gas and is ready to make the trip.

If you plan to take public transportation to work

Check the bus or train schedules. Select the schedule that gets you to your place of employment at least 15 to 30 minutes early. If possible, actually take the bus or train the day before you are to report for work. Check the times and make sure that you have allowed enough time in the event that the bus or train runs behind schedule. Make sure you have exact change.

Your clothes

Buy new clothes or shoes for your new job, if necessary. Set out your clothes the night before. Make sure they are clean and pressed. Are your shoes polished? You need to be as mindful of your appearance as you were when you were going to an interview.

Do your homework

Research the company. Learn as much as you can about the business and the specific service or product it offers – look at the company's website and search for articles online. You might even be able to familiarize yourself with some of your new co-workers or bosses this way. If you did this prior to your interview, review your notes.

Get your paperwork together.

Some time during the first day your employer is going to ask you for some documents. You need to bring the following with you:

- **Social Security Card.** You need to have the **original** card that was supplied to you when you applied to Social Security and were given a Social Security number. If you do not have an original card, you need to immediately contact the Social Security Administration. Your employer will not be able to accept Social Security cards that are laminated in plastic or have the words printed, "Not Valid For Employment." If you do not have a valid Social Security Card, you can present one of the following documents to your employer as proof of your citizenship: a passport, a certified birth certificate or the appropriate immigration status documents.
- **Proof of your identity.** You need to have a government issued document, like a valid driver's license, that has your picture on it and includes a physical description such as age, gender, height and weight.



Get a good night's rest

Tomorrow is going to be a big day - exhausting, exciting and stressful. It is important that your mind and body are ready for the experience. Try to relax the evening before, and get at least eight hours of sleep. Set your alarm to give you sufficient time to prepare the next morning. Set two, if you think you'll need them.

You can insert
your organization's
logo here.

You can insert
up to 5 lines
of personal information about your organization such
as your name, address, telephone number and
office hours.

Your first day

Make a good impression

- Bathe, shave, brush your teeth and comb your hair before leaving home. Women should apply minimal make-up and no perfume.
- Take a good look in the mirror before you leave home. Check for stains, wrinkles and food caught in your teeth.
- Plan to arrive early.
- Turn off your cell phone before you arrive at work. This will remove any temptation to call or text someone or have them call or text you at work. Your focus needs to be on your new job, not your phone. If you truly can't resist, leave your phone at home or in your car.
- Make sure you have all of the paperwork that you assembled the day before (Social Security Card, driver's license, etc.). You will be required to complete a number of forms. Review **Youth Guide All Those Forms!** Be sure to bring all of the documents that are mentioned in that **Guide**.
- Carry at least one black or blue ballpoint pen and one pencil. Have a small note pad handy.
- Leave your smoking materials in your car. Also, do not chew gum.



Review **Youth Guide First Impressions** for additional suggestions on how you can make a good impression your first few days on the job.

What to expect



Learning the rules of the workplace - You may be given an employee manual which details company policies regarding dress, behavior, payroll, benefits, breaks, parking, security, safety, and how to file a complaint or grievance. A smaller company might communicate some of these policies more informally.

Introductions - You will be introduced to other employees and be given a tour of the work area. Make a note of the name of each coworker you meet. People are impressed and feel valued when you make the effort to learn their names.

Learning about the workplace culture - Observe what behaviors are acceptable and which are not. How do co-workers interact? Is everyone on a first name basis? What is the morale, style of dress and how do people talk to each other (do they joke with one another or are they serious all of the time)?

Training - No new employee has all of the skills and knowledge required to do every part of a new job. No one knows everything. Even if you have experience in the area of work, the company may have specific rules and practices that they want you to follow. Listen, ask questions, take notes, ask for help, don't be afraid to make mistakes. The company is investing money in your training, so take it seriously. They believed in you enough to give you a job. You should believe in yourself, too.

Ways to make a good impression at your new job:

- Be positive
- Be cheerful
- Be friendly
- Don't complain about work you are asked to do
- Join others for lunch, if asked
- Do personal business on your own time, not company time
- Be polite
- Show that you want to contribute
- Ask for new work assignments
- If you complete your assigned tasks, ask if there's anything else you can do
- Remember peoples' names and use them
- Listen more than you talk
- Don't interrupt
- Pay attention - don't text or email while others are talking to you or during a meeting
- Respect others
- Avoid office gossip
- Ask questions, if you don't understand
- Take notes, if necessary
- Be humble, and share credit when it is due
- Say *please* and *thank you* when receiving help
- Be yourself

How to remember names

Remembering someone's name makes them feel that you value them, that they're important to you. That makes a good impression. And forgetting a name can be embarrassing. Here are a few tricks you can use to help recall names:

- Make a commitment to yourself to remember people's names. You can do it, if you try.
- Focus on the person and LISTEN to the name. You can't remember something that you don't hear or pay attention to in the first place.
- Repeat the name as you shake the person's hand.
- If you miss the name, ask them to repeat it and spell it, if necessary.
- Repeat the name silently to yourself.
- If you're taking notes, write down the name, or write it down soon after your meeting.
- Create a picture in your mind to connect the name with the person. If the guy's name is Mark, you might imagine a mark on his forehead. For a woman named Elizabeth, picture a crown on her head, to remind you of Queen Elizabeth. You can also think of a song that uses the name.
- If you forget someone's name when meeting the person again later, admit it, and introduce yourself again, asking the person's name. Many people have difficulties with names (they may have forgotten yours, too). It's better to confess at the beginning of a conversation than to reveal you've forgotten a name after talking to them for two hours.
- Keep trying. It will get easier with practice.



Want to know more?

<http://money.howstuffworks.com/business/starting-a-job/10-tips-for-your-first-day-of-work.htm> - tips for your first day of work.

http://careerplanning.about.com/cs/firstjob/a/new_job_2.htm - starting a new job.

http://www.quintcareers.com/first_days_working.html - making a great impression.