

Surviving your first week in a new job



If you are starting a new job you will probably be aware it can be a nerve racking experience, What if I can't do what they ask of me? What if they don't like me? What if I don't like them?! The transition from one job to the next can be a daunting experience but don't worry! Here are some useful tips on how to make your first week in a new job a good experience.

What do I need to take with me?

There is so much to remember on your first day it is always a good idea to get together the necessary documents you need to have with you the night before, preventing any early morning panics! The paperwork needed will often include a form of photo ID, bank details and P45 from your previous employer. Also remember a lot of companies issue security passes on the first day of employment so put that extra bit of effort in preparing for work on your first day, you could end up with your photo taken and having to wear it around your neck for all to see for years to come!

Journey to work

Have your route to work planned. If you are using public transport, allow yourself plenty of time in case of delays or cancellations. If driving check traffic updates to ensure no roadworks or road closures on your route to work. The last thing you want on your first day is to arrive late and flustered with stories of your nightmare journey through rush-hour. If possible, do a trial run before your first day so you can establish exactly how long the journey will take.

Who should I ask for?

Save yourself some last minute nerves and take with you the contact details for the person you are meeting on arrival, in the midst of all the excitement and nerves, when starting your new job, it can be so easy to forget someone's name or which entrance you should be using.

What next?

The first few days in a new job are often about getting to know people and learning the ropes. Be friendly and polite to everyone you meet and have confidence when telling them about yourself. This is your chance to make a great first impression and shine from the beginning of your employment.

Sometimes when you start with a new company that has a well established team, they often know their jobs very well and use abbreviations when discussing things with each other. SLA, TBA, ASAP etc. If you don't understand what they mean, now is the best time to ask! It will be wiser to check their meanings now than find out you've been misunderstanding a whole process or reason for working for 6 months!

Lunch

So it's your first day in your new job, you've had a morning absorbing a load of information that still isn't clear and now you have to walk into a canteen full of people you don't know but all know each other. Great!

The canteen doesn't have to be a scary place, often you will have sat with someone to train you or been introduced to people who will be in your team, go over and ask to sit with them. It is better to seem sociable in the beginning and make friends so you can have some enjoyment at work rather than spend your lunch hours in your car listening to the radio or telling your partner how your day is going!

End of week celebration !

You did it! You survived your first week, made a few new friends and now your new colleagues want to take you to the pub to welcome you to the team. Be careful! The last thing you want to do is have a few lagers too many and tell your new acquaintances your life story! You want to be able to walk back into work on Monday feeling more confident than you did the week before, not with your head down grimacing at your recollection of the hilarious (or not so) stories you told the Friday before!