



Word on the street is, you just landed a new job!

It goes without saying that starting a new job in a new environment with new people comes with a flood of emotions. It's an exciting opportunity for you with endless possibilities but as well as excitement I'm sure also comes a host of butterflies deep in your stomach about this new chapter.

First impressions matter and during your first few weeks at your new job you're laying the groundwork and establishing new working relationships which will be key in your development and learning the processes that will fundamentally set you up for success. It's important to remember that you must find a balance between showing a positive image and not setting yourself too much pressure and unrealistic expectations. Here is our tips to help guide you on starting a new job on the right foot;

Your First Day:

The first day is always the most daunting, those first day jitters are in full swing and you're ready to expect the unexpected. It's the day you make your first impression and it feels like a lot of pressure for one day but it's worth going the extra mile and making the effort.

1. Don't try to prove yourself on day 1

Nobody is expecting you to achieve all your goals on your first day and certainly not your new teammates so take the time to sit back and soak in all the new information and be present in the moment. Day 1 is always very exhausting and draining as you take in your new surroundings and role.

2. Write notes, lots of them and ask questions at the best times

When you start a new job it is always best to jot down as much information as possible and clearly so that you have a good set of notes to refer back to at any time you need too. It will help you to feel on top of things and saves you the embarrassment of asking the same thing over and over. Be sure to work out when the best time to ask your questions to gain clarity when you need it. You aren't expected to know everything when you start a new job so don't be afraid to ask but reframe from bombarding questions which could be perceived as though you don't understand your position or the firm. Again balance is everything.

Your First Week:



In the first week of your new job you can be left exhausted, this is normal and building your new routine will take some time adjusting too. You may find the first week very overwhelming however this is totally normal and once you start digesting the information being given to you everything will start to fall into place. Your note book will be your best friend for referring back to bits you've looked at.

3. Make a point of getting to know your team/coworkers

It's never easy being the new person within a firm and having to start from the bottom with your connections and building them up again takes time. It's important that no matter how nervous or drained you may feel during your first week you ensure that you offer a big smile to anyone who looks your way or when introduced to people you could offer a firm handshake or just be overall bubbly and open to conversations. You could have a few questions that you keep in the back of your head which you could ask different team mates to show interest and spark other conversations. Research a few ideas such as;

- *How long have you worked here?*
- *What are you currently working on?*
- *Do you have a favorite part of your job?*
- *Where do you go for lunch?*

4. Get to grips with the company culture

Most firms like ours are proud of the company culture they install within their team. Company culture is the personality and values of the business, it's the beliefs that they follow and the fun that they sprinkle into the team and workplace. We hope that before your interview you did some research into the company's culture to give you a feel of what to expect before you start. Ensure that you dive into the culture when you start your new role and fully immerse yourself amongst the fun activities – You now help create the company culture.

5. Learn how the company is structured

An organisational chart outlines and explains the operating structure within the firm and helps to show who is part of the senior leadership team. It's a great way to be able to see who is at what stage in their career and can also help to outline the progression you can expect. If you do not get shown this in your first week it's a good idea to ask to see it so that you can get a sense of the firm as a whole and clearly shows how you fit into the picture.

Your First Few Months:

Be enthusiastic and maintain this enthusiasm through your first few months in your new role. Each day spent in your new company is a great opportunity for learning and developing so ensure that you make the most of this and enjoy the journey that you are on.

6. Take initiative and be open minded

You will have a list of responsibilities that you will be expected to focus on but would it hurt to take some initiative and help out in other ways too? On top of your own responsibilities it will always look great if you're thinking outside the box and offering solutions to problems that you may have noticed or lending a hand to someone in another department. As you grow you will find this easier to do and it will come more naturally. Working with people means there will always be a mix of opinions and thoughts regarding certain topics. Be open and ensure you keep a balanced perspective so that you welcome different people's views, it will help you to become a more rounded person within your company.

7. Gain feedback where possible

Learning is the best recipe for growth and in order to grow and develop further you need to gain some beneficial feedback from either team mates or your line manager. You have the power to better yourself and with the people you trust you can ask questions like;

- *'How do I add further value to our team?'*
- *'What areas within my job do I need to draw more focus on?'*
- *'Would you say I am meeting expectations and how do I exceed these?'*

Each day is a perfect chance to be a sponge, taking in a whole lot of information and learning from it. Use your talent, ask for feedback and grow from this knowledge to be the best version of yourself you can be within your role.

You got this!

Again we'd like to congratulate you on your new job role you should be incredibly proud of yourself.

You have gone through the toughest part so it can only get easier from here. Go out there and make the best first impression you possibly can and bring your positive, can-do attitude along with you. Making a long lasting great impression on your new employer and team is paramount so make sure this is your main focus. You've got this!

Go and smash it!

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