

HOW TO START A NEW JOB WITH CONFIDENCE

PACE YOURSELF AND KNOW YOUR TENDENCIES

1 PREPARE

BEFORE YOU BEGIN

- test-drive your commute
- spiff up your wardrobe/get a hair cut
 - if you haven't already, research your company
- get a pep talk from a pal
 - be nervous



2 GET YOUR BEARINGS

IN THE FIRST 2 WEEKS

- learn rules & policies
 - study office culture
- learn everyone's names & roles
 - ask questions & take notes
 - smile & be friendly
 - be overwhelmed



3 LEARN YOUR JOB

IN THE NEXT 2-3 WEEKS

- clarify expectations
- personalize your work area
- get to know your team better, via coffee/lunch dates
 - learn processes
 - ask for feedback & help
- join stuff, like the softball team
 - get organized



OUTGOING TENDENCIES

IF YOU'RE AN OVER-SHARER...

- ask more, tell less
- avoid gossip
- bond via the work vs. your personal life
- avoid connecting on social media (except LinkedIn)
- use your energy to cheerlead your team's ideas

IF YOU'RE A GO-GETTER...

- learn before you leap
- be careful of office politics
- ask colleagues for advice
- go through proper channels
- let others have a good idea too

RESERVED TENDENCIES

IF YOU'RE SHY OR INTROVERTED...

- remember: they want you here
- speak up when you feel out of depth or out of the loop
- if you have questions, take someone aside or email
- step away from your work station to chat with one person each day
- bring treats to share

IF YOU'RE A SKEPTIC...

- find three work things to be grateful for each week
- learn about your company's mission & achievements
- get involved with group activities
- focus on solutions, not problems
- don't be too hard on people, including yourself