

career ZONE

Start a New Job the Right Way

BY BARBARA KOFMAN AND KAITLIN ECKLER

Your first few days in a new job set the tone for the rest of your career with that organization. Follow this advice to make sure you put your best foot forward.

The days before starting a new job are filled with anxiety and excitement. We worry about whether or not we'll perform well enough, what our co-workers will be like, and if we really made the right decision to choose that job. We anticipate a life of independence with an opportunity to make a difference. We look forward to meeting new people and challenges.

A new job is analogous to the beginning of a New Year – we start with good intentions and resolutions. But the similarity stops here: while a New Year's resolution is often quickly forgotten with minimal repercussions, how you begin your new job has long-lasting significance and must be treated with utmost care and commitment. So how can you reinforce the positives and minimize the negatives to make sure you start your new job the right way?

Before You Start

In starting your new job it's important to be aware that you're planting the seeds for how you'll be perceived as an employee now and into the future. From the beginning, make a commitment to do your very best to gain a reputation as a good worker. It's important to be prepared to devote the first couple of months to focus strictly on the job and minimize your obligations in other areas so that you give yourself a fair chance to do well.

Before starting at the workplace do further research about your new organization, its corporate structure, customers, products or services, competitors and potential challenges. Buy yourself a small notepad to use to record instructions or information you're given about your job. The night before, plan how you'll get there, lay out the clothes you'll wear and get a good night's sleep.

Your First Few Months

On the first day, arrive early and greet everyone you meet politely and with enthusiasm. Watch, listen, learn and, above all, be patient with yourself.

continued on page 10

Brought to
you by



More Career Zone Articles

Visit the *jobpostings* website for more articles from our Career Zone experts. See www.jobpostings.ca