

# How To Impress Your New Employer

You've got the job. The hard part is over!

Or is it just beginning?

In your first few days, you'll meet a lot of people. You may not remember them, but they'll remember you and the impression you made. And, first impressions often turn into long-term perceptions and reputations. Fortunately, there are actions you can take to impress your new employer and co-workers, and kick-start your success.

## Come Ready To Work

- Avoid/minimize personal business. Use your lunchtime or scheduled breaks to take care of personal tasks such as shopping online or making personal phone calls.
- Establish a good attendance record. Come in early and stay a little later – at least until you get a feel for your work environment.

## Make A Smooth Transition

- Learn names and roles quickly. Keep a resources list to help you remember names and roles.
- Be a team player willing to help out. Your flexibility and concern for team success will be appreciated.
- Learn about your environment. Talk with co-workers about general guidelines and the “unwritten rules.”
- Read company literature and policies. Learn the rules and regulations and adhere to them.

## Show Initiative

- Know what's expected of you. Make a plan for 30, 60 and 90 days, including your goals, skills to learn, people you should meet and projects to complete.
- Get to know your manager. Learn about his or her work style, and the most effective ways to communicate and interact.
- Stay organized. Use whatever system you need - lists, filing systems, project plans, etc. to stay on top of your workload.
- Ask questions. No one expects you to know everything immediately, and it's better to ask for help than make errors based on assumptions.
- Ask for feedback. Get input and guidance from others to make sure you're progressing in the right direction.

## Earn Your Co-Workers' Respect

- Practice the 80/20 rule: listen 80% of the time and talk 20%.
- Disagree without being disrespectful.
- Be sensitive, especially when you make changes. Show you value the time and energy others have put into the work.
- Be positive. Everyone wants to work with someone who has a great attitude. Bring enthusiasm to work every day.

With these tips in mind, you'll earn the trust and support of your manager and co-workers starting your first day on the job.

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