

# FIRST DAY OF NEW JOB-101

14 steps on how to prepare yourself for your first day at a new job

## Research

We know you did a light research in the application and interview process, but now you need to go deeper. Look at stats about the company's history (How long has it been around?). Take a look at the team. Where you will fit in?



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## Plan your commute

On your first day at a new job be at least 15 minutes early. So, take a test drive over the weekend to see what the commute is like or look on google maps the week before. Be sure to take a look at the time that you will have to drive to work, to factor in traffic. Double check the address. If you don't have your own transport, try and plan as best you can around public transport.



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## Contact Your Manager

Connect with your manager the day or week before, just to make sure of all the details. Such as; address, time, anything you need to prepare. Remember they want to help you – after all they chose you from the application pool, after all! And also share your excitement for the new job.

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## Dress up.

We don't mean a tuxedo or a glittery dress. Dress to make a good impression and ensure you're meeting the company's dress code. Plan your outfit a few days before so you can think about it and be sure that you are COMFORTABLE! If everyone around you is dressed more casually, you can adjust your clothing choices on later days

## Review orientation materials

If you needed to prepare anything, be sure you go through it thoroughly and not just scan over it the night before.



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## Make a list

Make a list of what you want to start with, set a few goals for yourself and make a list of questions you want to ask.

## Prepare an elevator pitch

Give the people you meet a short explanation of your work history and your new job. Tell them where you worked last and what you'll be doing in your new position. You should also be prepared to talk about why you decided to change jobs.

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## ID and Banking info

Your employer may require you to bring your ID to ensure you're set up with payroll and other company systems. Also make sure to have all of your necessary banking information. Consider bringing your passport, your driver's license or proof of your address, depending on your job.



## Have a necessity bag packed

First day of work can be stressful and anything can happen, but no need to worry about it. Pack yourself a bag that you can leave in your car or under your desk with things like deodorant, tissues, hair ties, compact mirror, mints, a clean outfit and sweater.

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## Be friendly, observe and connect.

Smile and introduce yourself to as many coworkers as you can. If your boss or some of your coworkers invite you to lunch, consider taking them up on the offer. This is a great way to make friends and find out more about your coworkers. Also, learning from the right coworkers is important. You should listen to people's conversations carefully and watch their behavior.

## Ask plenty of questions

New hires have a lot to learn, and asking questions now will help you avoid mistakes in the future. For example, you may need to ask which tasks you should prioritize or how often your supervisor prefers to get updates. Being inquisitive also shows that you want to do well. Also, DON'T PRETEND TO KNOW THINGS YOU DON'T.

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## Be available to your supervisor

Your first day at work could be extremely busy. Between talking to your coworkers, getting essential training, check in with your manager a few times. If your supervisor sends you an email or tells you to come to their office, respond immediately. This demonstrates both respect and enthusiasm to your new manager.



## Say goodbye when you leave

When you leave, thank your supervisor for hiring you and let them know that you enjoyed your first day. If they feel talkative, you can talk to them about your day and how you plan to handle future projects. Wish them a good night and tell them that you look forward to seeing them tomorrow.

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## RELAX

Don't put too much pressure on yourself! Most employers understand if you make a few minor mistakes on your first day. If you feel nervous or stressed, take some long, slow, deep breaths. If you make an error, remember that you'll have a chance to do better tomorrow. And just BE YOURSELF! You for this job for a reason.



#### REFERENCES:

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