



# UNSOLVED MYSTERIES OF YOUR CAREER

## Episode 7 – What to Do During Your First Week on a New Job

- 1** **Show up daily a few minutes early** and don't forget to leave extra time to get into the building, go through screening, etc.
- 2** **Prepare and bring any requested paperwork.** If you haven't been given any forms to fill out ahead of time, be sure to bring at least 2 forms of ID so that you can complete your authorization to work (I-9) and any other forms.
- 3** **Before showing up,** review your social media and make sure it is appropriate.
- 4** **Dress in a way that is consistent with the organization's culture.** If you're not sure, ask your new boss or human resources contact—before you report. If you're still unsure, err on the side of appropriate business attire. You never get a second chance to make a good first impression!
- 5** **Be friendly to everyone** and don't forget to introduce yourself. Look and be friendly—this means SMILE.
- 6** **Show interest in everyone** as well as the organization. Don't gossip; don't get taken in by any "Negative Nellie's."
- 7** **Do not complain**—about anything, including your salary, the hiring process, anything.
- 8** **Ask about performance expectations,** the organization chart, and your customers. The more you understand, the better and quicker you'll adjust. And if you aren't given enough to do at first, ask your colleagues if you can assist them in any way.
- 9** **If you are not assigned a mentor or "buddy,"** find one. Make sure it is someone who is positive.
- 10** **Listen more than you talk.** The best way to learn is to listen. Ask questions. Reflect on what you're told.

If you follow the above tips, you'll set yourself up for success on your new job.