

Nine practical tips to help you create a great first impression in your new role

Positive mental attitude

Let your enthusiasm for being part of the new team and the organisation show to everyone you interact with. Try and demonstrate your team spirit and loyalty to the cause in everything you do in those early days

Dress and act professionally at all times

You should never underestimate the importance of dressing and acting professionally in your new job from the start. You may engage and communicate with colleagues and co-workers who have a more relaxed approach, don't forget you are the new person who is expected to make an impression and demonstrate why the company was right to recruit you to their team

Avoid office politics and gossip

As with any organisation where there are more than a few people, the workplace is full of rumours and gossip. Don't be drawn into it, be sure not to associate too often with the office gossips or risk having your image associated with them

Show appreciation

It is a basic human attribute but it's as important in the workplace as anywhere. Demonstrate your appreciation to everyone who helps you settle into the organisation

Learn co-workers names quickly

You may have a few to learn by people will be impressed if you can remember their names quickly. Map out a seating plan and put people's names in various positions. Make a note of the name of anyone you will have regular contact with such as the receptionist. Greet people by name and use their names when conversing to help embed this information. You will be rapport building at the same time - extra bonus. As uncomfortable as it may be to walk around an office to meet all your colleagues just remember everyone in the office has done the same

Listen and take notes

In the early stages you will be listening a lot more than talking, take lots of notes on all the various systems you will use and the rules of the organisation. Repeatedly asking questions on things you have been shown may have a negative impact

Ask questions and ask for help

No one expects you to know everything on your first days on the job, so take advantage and ask as many questions as are relevant and ask for help if you are unsure or struggling with a task or request. It's far better to ask before you've completed the task the wrong way and wasted all that time than afterwards

Be quick to observe and slow to judge

Don't make snap judgements about people, situations or your new employer based on early isolated experiences. You are new to the organisation and need to take a step back from these type of issues from a thought process until you are fully aware of the role, the individuals and the company culture... You may have caught a colleague on a bad day

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RECRUITMENT