

8 Things to Do During Your First Week at a New Job



One of the more stressful life events is to start a new job. You're not sure what to do, but you know you want to impress those people around you.

Here are the 8 things that you are highly suggested to do during the first week:

Build Your Network:

Don't be shy about going around and introducing yourself at your workplace. Try to meet one new person or connection at work every day in your first week, say hi to someone you met in office area anywhere or outside.

Ask Questions and Observe:

Get advice and find out what politics and things to avoid in the office. Learn the general office culture: how and when people email, how calendars are organized, when people arrive, leave and take breaks, and how information is shared check the full schedule at workplace.

Know What's Expected:

No matter your position, but should know what your boss expects and do your best to meet expectations in the beginning. Find out how the company define "success" and strive to meet or exceed that expectation.

Understand the Basis:

There are a lot of things to find out when you start a new job. It could be how to operate the photocopy machine. You should learn how these in the first week even though you do not need those basic skills yet in first week. You wouldn't want to find yourself embarrassing after months in the office but yet you don't know about those basics.

Remember Your Resume and Interview:

You are expected to perform referring what you said in your interview and how to present yourself in your resume. You were hired because of these, so do what you said you would do, do not create gaps in that. Remember most company has probation period for new employee before they are confirmed.

Get organized to set good habits:

Stay on top of your assignments, be diligent and always stay organized. Check out our article "5 Tips for Getting Organized at Work".

Update Social Media:

Show your level of passion for working at your new company by updating your job status and information on social media.

Adopt the Weekly Status Update:

Get in the habit of sending a weekly status update to your boss and anyone relevant to whom your work touches. Discuss with them about your progress with your new job.

Starting a new job can be stressful, but with efforts you put in as a new employee you can stand out in your company.