



Simone Janson (ed.)

OnBoarding - New in Job

Recognize bad employers when you apply,
deal with your boss & colleagues, change &
restart with communication teamwork &
team spirit, integrate as employee



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incl. Bonus

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Introduction: Premium information & heavily discounted travel deals - you'll find all this as a bonus in this book

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New in the job: 10 Tips for the first day

// By Luise Köhler

For the first impression there is no second chance. This principle runs through our whole lives. Whether private or in the job - we decide within a few seconds what we think of our counterpart. The following ten tips help to leave a positive impression on the first day in the new job. After all, this is the cornerstone of good and, above all, long-term cooperation.

1. preparation

If you want to prepare well for the first day of your new job, you should look around the company's homepage, listen carefully to the job interview and also take the opportunity to ask questions. Information about corporate culture is often provided by social platforms such as Facebook and Co.

In addition to the facts, you get a holistic impression of what awaits you in the new company. You should take a closer look at the employee page on the company homepage. Here you can find out about future colleagues even before the first day - this also helps to memorize the many new names more quickly.

2. dress

Depending on the industry in which you start the new job, the dress code also varies. In most cases you can get an impression of the dress code that is common in the respective company at the interview or the homepage of the company.

Even if there are no specific requirements, you should be careful not to appear in your leisure outfit. A business casual outfit is best suited for the first working day. In other words, a simple pair of jeans or trousers combined with polo shirt or T-shirt in subtle colors. Ladies have a bigger choice. For example, you can wear a blouse or a simple dress.

The outfit is always rounded off with a simple blazer or a black cardigan. Taboo, on the other hand, are short trousers, short skirts and open shoes. Regardless of which outfit you choose, it is important to make a good impression. The shoes should be cleaned, the fingernails clean and the black jacket lint-free.

3. punctuality

It goes without saying that you should not be late for your new job on the first day. This not only leaves a bad impression, but also causes unnecessary stress and a guilty conscience.

For this reason, you should set the alarm clock early enough on your first working day so that you can enter in quiet showers, breakfast and the way to work. In doing so, a half-hour for delays of the train and traffic jam. In particular, if you are not a local, you should also research how long you need to get to work.

4. idea

The first day in the new job means that you have to introduce yourself to the new colleagues. How the new employees in the company are welcomed and presented varies greatly and is often also dependent on the size of the company. A guided tour through the department, for example, is usual, where you have the opportunity to shake hands with the new colleague, to name his name and the future field of activity. You should always pay attention to a firm handshake and, of course, be friendly and, if necessary, ask questions.

It may also happen that a joint meeting is called to say something about himself and his career. You can prepare yourself well for this short presentation by arranging in advance a few facts that you would like to attach. One can, for example, take a look at the study and professional career, tell a short anecdote or report on how to get to the present company. Finally, one can express the joy of the future collaboration with the new colleagues - that creates sympathy points.

5. lunch break

Most of the time, little time remains for the first learning process. In order to intensify your commitment to the future colleagues, you should use the lunch break. The likelihood is high that you as a new employee will be asked if you would like to accompany colleagues to lunch.

But even if the offer fails, one should calmly dare to ask oneself whether one can join. The break on the first day alone, can be distant to the new colleagues.

6. souvenirs

A nice touch is to bring a little attention to your colleagues on your first day in the new job. For the start is a home-baked cake or other small sweets. However, alcohol is the only thing that can be foreseen.

7. ask

If you are new to the company, there are necessarily questions. Especially on the first day, the information flow is often very large, so you have to ask for the time in some cases.

In principle, one should not be afraid of it, especially when it comes to organizational matters. In order to avoid unnecessarily disturbing the colleagues too often, it helps to keep the pen and pencil for notes in the first days.

8. googling

For questions, on which the Internet also knows a solution, one should also consult this first. These can be questions about a specific program, but also about other job and company specific situations.

In the course of the training period one should increasingly go on to look for a solution even before one always asks the colleagues for a reply. According to the motto: First google, then ask. In addition, this also helps to quickly learn and internalize processes.

9. laws

Attentive listening is the most important virtue on the first day in the new job. This helps not only to avoid superfluous inquiries, but also to uncover the unwritten laws in the company. So you should listen carefully and observe what happens in the job environment.

For example, how the smoking breaks are regulated and whether during working hours sometimes the private eMails can check. Anyone who walks through their first day's work with their eyes and ears open can learn a great deal about the corporate culture here.

10. end of working day

Done. The first day in the new job went well and the end of the evening comes. Now just make no mistake and be the first to get out of the office. It is more appropriate to offer his help again. In most cases, the new colleagues have mercy and dismissed newcomers in the well-earned celebration evening.

Otherwise, it is important to orient yourself to the colleagues. When the first leave the office, you can ask politely if you can go too. It is nice if you say goodbye for the support of the colleagues and add that you are already looking forward to the next day.