



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



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

Simone Janson (ed.)

Published by Best of HR - Berufebilder.de®

Table of Contents

[Imprint](#)

[Introduction: Information, Experiences of Success, Inspiration - you'll find all that in this Book](#)

[New in the job: 10 Tips for the first day // By Luise Köhler](#)

[Holistic job search? Solutions arise from opposites // By Guido Ernst Hannig](#)

[Successfully master job changes: 6 tips for restarting // By Maja Skubella](#)

[New work and new forms of work: dream job is what you make of it! // By Simone Janson](#)

[The first day in the new job: 8 Do's and Don'ts // By Olaf Kempin](#)

[Application and job change: 8 tips for the first day in the new job // By Simone Janson](#)

[Potentialenfaltung: How do we motivate people to use their abilities? // By Simone Janson](#)

[Termination and job change: 7 steps to the new dream job // By Dr. Job](#)

[Achieve job satisfaction: 5 tips for the do-it-yourself dream job // By Antje Heimsoeth](#)

[New job - onboarding: How to get started in the company \[+ checklist\] // By Oliver Koch](#)

[Salary negotiation at job change: 8 tips for more money // By Dr. Philip Bierbach](#)

[Change to dream job: Better small steps than escapism // By Simone Janson](#)

[Onboarding and employer branding reality check: How applicants recognize bad employers // By Simone Janson](#)

[Onboarding and familiarization with success: 3 X company vs. Employee view \[+ checklists\] // By Helga Brüggemann](#)

[Onboarding in a new job in 10 steps: from conflict to team spirit \[+ checklists\] // By Helga Brüggemann](#)

[Conclusion: How to expand your Knowledge and Experience with interactive AI and discounted Add-on offers for free.](#)

[Authors Overview](#)

[Luise Köhler](#)

[Guido Ernst Hannig](#)

[Maja Skubella](#)

[Olaf Kempin](#)

[Dr. Job](#)

[Antje Heimsoeth](#)

[Oliver Koch](#)

[Dr. Philip Bierbach](#)

[Helga Brüggemann](#)

[Simone Janson](#)

[Profound Expert Knowledge, Quality Assurance and AI: The Concept of Publisher of the Year Best of HR - Berufebilder.de®](#)

[Appendix: Tips and Prompts for using the AI Extensions](#)

Imprint

The German National Library lists this publication in the Deutsche Nationalbibliografie; Detailed bibliographic data are available on the Internet at <https://dnb.dnb.de>.

ISBN of the German eBook edition: 9783965962507

ISBN of the English eBook edition: 9783965962514

German website of the publisher: <https://berufebilder.de>

English website of the publisher: <https://best-of-hr.com>

Onboarding - New in Job

4th completely revised and extended edition, 10.01.2024

©2024 by Best of HR - Berufebilder.de®, a brand of Janson Pressgroup Print & Online

Published by Simone Janson

Duesseldorf, Germany

Concept, editing, graphic design & layout: Simone Janson

Cover design with Canva

eMail: publisher@best-of-hr.com

For your [successful, fulfilling life](#), the information you truly need: State-funded publisher, awarded the Global Business Award as [Publisher of the Year: Books, magazines, eCourses, data-driven AI services](#). Print and online publications, along with the latest technology, go hand in hand - with over 20 years of experience, partners such as the [Federal Ministry of Education](#), customers like [Samsung, DELL, Telekom](#), or universities. Behind it all is [Simone Janson](#), a German [Top10 blogger](#), referenced in [ARD, FAZ, ZEIT, WELT, Wikipedia](#).

All books are published in German and English. We take our responsibility to deliver well-researched and reliable information very seriously. Therefore, the publisher follows a dedicated concept for quality assurance and compliance, where the expertise of renowned experts goes hand in hand with the latest AI technology for information analysis and text optimization. If you have any further questions, you can read the corresponding chapter at the end of the book.

All works of the publishing house Best of HR - Berufebilder.de®, including their parts, are protected by copyright. Any use outside the narrow limits of the copyright law is not permitted without the consent of the publisher and the author. This applies in particular to the electronic or other reproduction, translation, distribution and making publicly available.

Introduction: Information, Experiences of Success, Inspiration - you'll find all that in this Book

Dear readers,

glad we could convince you of the 4th, significantly extended edition, like thousands of readers before. Because this book makes your success tangible: In the following pages, you will not only encounter expert knowledge, but also a wealth of practical tools and resources that can help you achieve your goals and realize your full potential.

Achieve Goals Interactively: Awards, Press Reviews, Customer Feedback

For its interactive concept, the publisher was not only awarded the Global Business Award as Publisher of the Year by Corporate Vision Magazine and supported by the Minister of State for Culture and Media of the Federal Republic of Germany, but also repeatedly recognized in renowned media such as **ZEIT**, **Süddeutsche**, **personalmagazin**, or the special magazine **Personalführung**. For example, the **FAZ**, one of the most influential Newspapers in Germany, attests to us "good actionable tips" and customers like the **Press and Information Office of the German Federal Government** are enthusiastic. You can find many more reviews as well as information on free review copies at <https://best-of-hr.com/press/>.

Renowned experts from various fields - overview in the table of contents - have compiled their expertise and experiences to provide you with valuable insights and advice, practical and condensed. As a reader, you will also receive working materials as part of your book purchase, which you can download for free at <https://best-of-hr.com/academy/>. In addition, workbooks are available to help you reflect on the inspirations from this book.

All readers who are looking for individual solutions also have the opportunity to use the AI extensions and consulting tools free of charge within the framework of AI Extended Books, for which we usually charge a monthly subscription fee. Our interactive success advisors and other AI-supported tools are at your disposal to provide you with tailored advice and recommendations that are tailored to your individual needs. Use these tools to drive your success and achieve your personal goals.

In addition to this wealth of inspiration, we want you to experience and enjoy your success: As a reader of this book, you will have access to a variety of exclusive services that will help you live well and successfully according to your wishes: from inspiring reader trips, where you have the opportunity to discover new places and exchange ideas with like-minded people, to lifestyle products that are

specifically tailored to your needs, we want to ensure that you make the most of this reading experience.

Your Benefit in concrete Terms: Content, Organization and Structure of the Book

Briefly and concretely this is your benefit from this book: You support certified climate protection projects, quickly receive compact information and checklists from experts as well as access to AI extensions and the possibility to individually live your inspirations as an experience. Because for employees and employers, when changing jobs, it is of the utmost importance that the new employees are quickly and easily incorporated into the job. Because only with a smooth onboarding can a company's performance be permanently guaranteed. But a lot can go wrong when you restart, which was not apparent in the recruiting process: do the applicants and their performance really fit into the team? How can you recognize bad employers when applying? Are the expectations raised by employer branding being met? Which communicative misunderstandings arise and must be cleared up? A new request every day - how do you survive the first 100 days in the new team and office? This and many other questions are clarified in this book and help job seekers and HR staff to avoid serious mistakes in the familiarization process.

In addition, our unique [publishing concept](#) offers you many best practice tips and examples from successful managers, entrepreneurs and other exciting personalities.

Information as desired with Membership Discounts, eCourses, Workbooks, and custom, individual eBooks

Under the motto *Information as desired*, we also provide you with exactly the information you have been looking for. The book also includes an e-course with a worksheet for you to work through, which you can receive for free as a reader in our Academy at <https://best-of-hr.com/academy/>. You can find out how to access it in the book's conclusion.

Our Academy offers you the opportunity to continuously expand your knowledge and skills and engage with like-minded individuals. By participating in our online courses and interacting with experts and other learners, you can achieve your professional goals and advance your personal success. We believe that inspiring experiences and continuous learning are the keys to long-term success. Therefore, we invite you to explore our Academy and benefit from the diverse learning opportunities.

In addition, the Workbook Success Planner is the perfect complement to the guidebooks. This workbook helps you successfully implement the inspirations and tips from our books, step by step and day by day, whether it's about career goals, decision management, or financial planning. You can either print the Success Planner yourself or order it as a bound book. Each workbook comes with a free eBook.

Do you want a personalized eBook topic or an e-course on a specific subject? You can also find that in our publishing house at <https://best-of-hr.com/publisher/>. We will create your personalized eBook on a topic of your choice upon request. In the Academy of Best of HR - Berufebilder.de®, you will also find email courses with individual assignments, personal support, and certification.

As a book reader, you not only have the advantage of gaining information and new insights but also enjoy financial benefits that come with purchasing our books. As a [newsletter subscriber](#) or [registered member](#), you will receive a 50% discount on all e-courses and a 20% discount on all other books as a member edition. You can find the books at <https://best-of-hr.com/shop/books/>. The coupon code is sent weekly via the [newsletter](#). Additionally, there is the Premium Membership, a paid flat rate for one year, which includes all learning materials, downloads, and premium articles.

Successfully use the AI Extension to the Book for your Goals and to make Money

For those seeking further individual guidance and services, our concept of *AI Extended Books* offers the potential to analyze information, gain valuable insights, and show paths to achieving your individual goals. By utilizing AI in your work or personal life, you can gain many benefits and work much more efficiently. Through our AI solutions, you will discover new ways to explore your horizons in innovative ways. And the best part is that this service is free for you as a book buyer. In the appendix of the book, you will find a detailed explanation and numerous application examples to facilitate your successful handling of AI.

Our interactive [AI-assisted consultant](#) is there to assist you with any questions regarding success, career, and personal development. Our [AI-eTutor](#) supports the learning experiences from our academy with individual exercises. And the interactive [travel planner](#) helps you plan individual moments of success.

One of the greatest strengths of AI is its ability to process large amounts of data and recognize patterns. By using machine learning algorithms, AI can learn from this data and make predictions. This enables you to make informed decisions, optimize your strategies, and even solve complex problems. Whether it's your personal career management, optimizing communication processes, or improving work efficiency - AI can help you achieve your goals more effectively.

With the AI tools from Best of HR - Berufebilder.de®, you can even earn money. This is done through an affiliate program, a marketing strategy where companies collaborate with affiliates to promote and sell products or services. Affiliates are individuals or companies that act as partners and receive a commission for every sale or action they generate. To participate in our affiliate program, please register [for our partner program](#).

Experience Success and Inspiration: Discover your Way and support Sustainability

But that's not all! We want to offer you a very special opportunity that will make your journey to personal growth and success even more unforgettable. Because we know that it's not just about reading, but also about experiencing and applying what you've learned. That's why we want to offer you exclusive vouchers for suitable trips and other items that perfectly match your chosen guide. To achieve this, we work with numerous network partners in accordance with our compliance guidelines.

So imagine putting the inspiring wisdom of your book into action while creating unforgettable memories at the same time. Whether it's a relaxing break at a wellness resort, an adventurous trip into nature, or a workshop that further develops your skills - with our specially selected vouchers, you can put what you've learned into practice directly and enjoy unforgettable experiences at the same time.

Let yourself be inspired by our guides and discover the possibilities that await you. Because we believe that true change doesn't just happen in the mind, but also in the heart and in action. So get ready to elevate your life to a new level with individual moments of success and make your dreams come true. By the way, 5 percent of your purchase goes to non-profit organizations that are dedicated to projects such as reforestation and climate protection.

So you see: from cost savings to access to knowledge and education, to the opportunity to experience and live your own successes, to inspiration for entrepreneurial activities, and the possibility to earn money with our publishing house - reading our books can provide you with financial benefits in various ways.

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.