When it comes to starting a new job, first impressions count! Remember that your presentation and conduct on your first day will leave a lasting impression and establish how you are perceived by your colleagues and manager.

**Do…**

Arrive early

Punctuality will reflect your professionalism and commitment to the job. Aim to arrive at your new workplace between 10 to 15 minutes before your expected start time.

Dress professionally

Presentation and grooming is extremely important as you will be introduced to your new colleagues and management. While your clothing doesn’t determine your competence or credibility, it will influence the way others perceive it. When in doubt, it is better to be overdressed than underdressed.

Listen and take notes

Learning new systems, policies and processes can be quite overwhelming. Show your initiative by taking notes as you learn new things. This will assist you greatly while you are training and shows the employer that you are eager to learn.

Ask questions

Ever heard the saying “There’s no such thing as a stupid question”? This rings especially true on your first day of a new job. If there is something you are unsure about while you are training, ask for clarification. To excel in your job, you must first understand it!

Engage with your colleagues

Open with a smile and strong handshake when meeting your new colleagues. When it is appropriate to socialise, make an effort to get to know your co-workers. This will give you a greater understanding of the company culture.

**Don’t…**

Arrive unprepared

Ensure you have a good night’s rest so that you are mentally alert and prepared for the day ahead. Make sure your phone is switched onto silent before you enter and avoid walking in with your breakfast in-hand.

Forget your paperwork

Don’t forget to pack necessary paperwork that your employer may ask from you such as your tax file number details, passport or right to work documents.

Be shy and keep to yourself

Interacting with your colleagues on a social level will help to you find your footing within your new team and help you to become more comfortable in your new work environment. If you are invited to lunch with your colleagues, don’t say ‘no’.

Wait for work to be assigned

Your workload may be light while you are still settling in and learning the ropes. If you complete tasks faster than expected, advise your manager and find out if there are any tasks you can help with. This demonstrates that you are a quick learner and that you have initiative.

Be quick to judge or criticise

As a new hire, you can offer fresh perspectives and valuable suggestions for process improvements. While this is great, ensure that you learn how the business operates before suggesting major changes so that your comments are received as informed and constructive feedback.