

Starting A New Job



Tips For Starting Your New Job.

Congratulations on getting a job! You should be excited and eager to begin your new role.

1. Don't panic, it will all be okay! If you're feeling nervous, that's perfectly normal as it can be rather daunting for some as you have to meet your fellow colleagues and there will be some new names to remember which can be overwhelming!

2. Approach your senior staff for advice. This can include learning the company's operations and products. This will all benefit on your first day and week as you will have a rough idea as to what you will be doing.

3. Prepare your documentation! Preparation is key in order to start your new job with success. If you have not done so already, you will be required to fill out several forms at work prior to getting started. This will require you to

bring documents such as a Passport, National Insurance Number, Payroll details and proof of Address for them to take record of. Make sure you are aware from your employer what you need to bring.

4. Plan your journey. This is another key tip to feeling prepared for your first day. Look into travel times and alternatives so that you are not late on the first day!

5. Correct clothing. Are you required to wear PPE or a specific uniform? Do you have the correct uniform policy? This is key to knowing before your first day so that you can dress yourself accordingly so on your first day you look and fit the part!

6. First day lead. You may have imagined what the job role will entail, yet on the first day or few weeks it may seem that you are doing several different tasks. Ensure you follow your managers and super-

visors leads so that they can correctly train you to be the best fit for the role.

7. Questions, questions, questions! Always asking questions will not make you seem uneducated or silly. It will ensure you know what you are doing to do the job correctly. Asking will show that you are keen to learn more and find out the correct working practice.

8. Be sociable! It can be rather nerve-wracking when starting a new role and can leave some timid and shy. However keep on top of those feelings and try and interact with people so that they can make you feel at ease as they are working with you as well!

Good Luck! On behalf of Carlton Recruitment on starting your new position!

Quick Tips

- Documents
- Clothing
- Travel arrangements
- Don't panic
- Questions!

Good Luck!

If we can be of any further help, please feel free to call one of our qualified consultants

Global House, 1 Ashley Centre, Epsom, Surrey, KT18 5AD
www.carlton-recruitment.com | connect@carlton-recruitment.com | 01372 253 350