

5 TIPS FOR THE FIRST DAY OF WORK



Summary: *The first day of a new job is the day you have been working towards for a while, so make sure you don't screw it up.*

The first day of a new job can be a challenge, but it doesn't need to be. To make the first day of work go smoother, follow these simple tips.

1. Arrive early. Never, never, never be late your first day. The first impression is everything, and starting off with a bad one is hard to recover from. By arriving early, you can walk around the office to learn where things are and meet coworkers that are early as well.
2. Introduce yourself in a friendly yet confident manner. You need to stick out on your first day in a good way. Share what position you have taken and in what department so they can immediately know more about you.
3. Be an active learner that asks questions when needed. The first day is a flood of information. It can hard to process it all and remember anything the second day. Read all the material given to you and take notes on any information given to you orally. It is always better to ask a question then make a huge mistake. Once you are shown something, make the effort then to do it yourself so you can apply the knowledge firsthand.
4. Stay on task. You should never pull your phone out on the first day, even the first week. During your lunch and breaks, make an effort to meet other employees instead of sitting alone in a corner. Also keep on task when on the computer. It is not the time to check your email, surf the web, or hit up social media, unless being on social media is part of your new job role.
5. Look professional. You may not know the dress code yet, so err on the side of caution and **stick to interview attire**. Once you do get a feel for the dress code, follow it even if other coworkers are not. You want your statement on the first day to be about you, not what outfit you wore.

Photo: nerdwallet.com