

## 10 TIPS TO MAKE THE FIRST MONTH OF A NEW JOB WORTH IT



**Summary:** The first day of your new job is coming up and you have been preparing for days. Follow these tips to make sure you make the most of that first month.

You finally made it through the interview process to receive a job offer that was worth taking with a company you love and in a position you can handle. You want to make sure you make the best first impression possible on more than just the first day. Here are ten tips to help you do just that.

### 1. Practice your elevator pitch

You need to have a quick way to explain who you are and what you do to your new team members, colleagues, and higher-ups. You want to be able to network quickly and efficiently.

### 2. Look professional

During your visits for your interview you should have taken note of what the other employees were wearing so you would be prepared to blend in on your first day. You never want to be underdressed, and being overdressed will make you feel uncomfortable.

### 3. Participate in on-boarding programs

Many organizations provide an on-boarding process which can last anywhere from one day to one month. This is a great way to learn about the company and your new position.

### 4. Learn names and job titles

Make a big effort to learn the names and job titles of your new coworkers. By the first week you should know most, if not all, of those that you directly work with. Make a cheat sheet with their name, job title, and a quick note or tip to help you remember them.

### 5. Learn the line of authority

Observe and listen to learn who exactly you and your new team are accountable to. There may be the obvious boss and the boss of your boss, but there may be other individuals that have a say and investment in your work.

### 6. Know your responsibilities

Your job listing will have your professional responsibilities, but there may be some that you don't know about. Ask your manager to go over them with you so you can be very clear about what is expected of you.

### 7. Get real

You may want to hit the ground running, but slow down and take your time. Learn how things are done correctly so that you aren't making stupid mistakes or taking on too much too soon.

### 8. Assimilate into the company culture

Every company has their own way of doing things and their own set of rules to play by, so learn them. Watch how people communicate with each other and what processes are used. Change your behavior to mesh well with how things are done.

### 9. Socialize

Eat your lunch with colleagues to help make your adjustment easier and to help you learn the ins-and-outs of the company faster. Make yourself available for socializing times after work, but remember to keep work time professional.

### 10. Run away from the gossip

Avoid gossip like it's the plague. You are new and want to blend in with everyone. It is not good to get pulled into office politics when you don't even know everyone yet. Try to change the subject if someone starts commenting unprofessionally about a coworker or leave the situation politely.

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- [How to Succeed at a New Job](#)
- [10 Podcasts You Must Listen to When Starting a New Job](#)
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