

# CareerScope

Your Future. Your Choice. Your Career.



## First Day

You found the job, nailed the interview and it's already your first day. Here are some basic essentials to make sure your first day goes smoothly and you begin your new job making a good impression.

### Start of the day:

#### Arrive on time:

Being on time is always important, but especially on your first day. Find out what time you should arrive, and show up precisely at that time. You should be told this before your first day, if not, contact your manager or HR department to find out. You may want to try mapping out or even traveling your route beforehand, you need to know exactly where to go and how long it will take.



#### Play the name game:

On your first day, you may be introduced to lots of new faces. To help make sure you don't forget names, why not make a map or a chart showing name and job role. In some cases, your manager will be able to supply you with a list of all your co-workers and their contact details. If you are in a situation where you forget a colleague's name, the best solution is to simply apologize and ask their name again.

#### Dress code:

No, you don't have to show up in a Savile Row suit, but do look the part. Check the dress code before your first day. Depending on your job role/business you may be supplied with a uniform; if so, you'll have to check if you can wear it on your way to work, or will you be expected to change them. Even if you are unsure of the dress code it's a good idea to arrive dressed smartly.



#### What to bring along:

Make sure to take along any starting documents/contracts if you have them; as well as your identification (passport, driving license) and National Insurance card. You may want to take along a notepad and pen. You'll be introduced to so much new information and tips that will be important to remember beyond your first day, just jot them down – plus, it doesn't hurt to seem keen.

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## During the day:

### Ask Questions:

Don't be afraid to ask more about a topic or address any concerns you may have, even if the answer is simple. Your co-workers will be more than understanding and willing to help! Plus, asking questions shows you are interested and engaged. Remember, it's better to ask before you've completed the task the wrong way and wasted your time.

Your manager should do this at the start of your day; if not, you can ask to be shown where the toilets/staff room is, as well as check the policy on breaks.

### Be a Self-Starter:

As you finish tasks and are ready to move on, take the initiative and ask for more jobs.

## At the end of the day:

As you leave check what time you are in the next day, especially if its shift work, it may have changed. Remember to thank your manager or whoever may be looking after you for the first day; and try and be positive as you leave.

Your first day is exciting so enjoy the moment.