

## First Days on the Job

Congratulations, you got the job! All of your preparation and hard work has paid off. You show up for your first day of work ready to go. What's next? The first day is usually filled with lots of forms that must be completed.

### Tips to Make Your First Days at Work Successful

- Maintain a positive attitude. Leave non-work problems at home.
- Learn co-workers' names quickly.
- Take notes as needed about how to perform certain tasks.
- Be a self-starter/take initiative.
- Ask for more work if you finish tasks early. If all of your work is completed, ask others if you can help them with anything.
- Listen more than talk. You don't want to get the reputation as being the office know-it-all.
- Learn everything you can about your new company. Read the employee handbook.
- Establish a great attendance record.
- Avoid office politics and gossip.
- Show appreciation to everyone who helps you learn the ropes during your first days.

### Things to Ask When You Begin a New Job

Some employers offer a new hire orientation. It is important to take notes and pay close attention. The information supplied to you at orientation is key for your success in that organization. If your employer doesn't have a new hire orientation (or these topics aren't covered), the following are questions that you will want to ask:

- Is there an employee handbook? If there is be sure to read it before asking additional questions. Most likely the following questions will be addressed in the handbook, if not, ask.
- Do you have information on the company's history, product line, etc., that I could read for additional information?
- When is payroll processed? Weekly, bi-weekly or monthly?
- Where is the schedule posted?
- What is the attendance/tardy occurrence policy?
- What is the dress policy?
- When is lunch? When are relief periods? Where is the breakroom/cafeteria? Where are the restrooms?
- How/when/to whom do I report when absent?

- What are my main job duties? Ask for a copy of a job description if you haven't seen one.
- What is my rate of pay?
- What is the training process?
- What is the job posting procedure when new positions become available?
- What is the orientation period? 30, 60 or 90 days?
- What is the procedure for performance appraisals?
- What are the promotion policies?
- What are the safety guidelines related to my position?
- What are the emergency procedures (fire, tornado, etc.)?