

Tips for success in your new job

Topic 3 - 19 May 2021

Practical Preparation

- Check your start date, transport and times.
- Prep the night before and know the dress code.
- Refresh your company knowledge and LinkedIn.
- Complete your personnel forms, take your tax file and Super details.

Good impressions & avoiding mistakes...

- Be authentic, have a growth mindset, ask questions.
- Don't pretend you know everything or compare past workplaces.
- Create a seating plan to remember peoples names and roles. Interact and be friendly.

What to expect

- Online mandatory training.
- Be assigned a buddy.
- Learning new systems and processes.
- Documentation to read.
- Staff ID, door security .
- Onboarding is generally 6 months, or rotation for 12.
- Setting goals and performance objectives with your manager.

Develop work relationships

- Be authentic, show enthusiasm.
- Support others, ask how you can help but avoid doing jobs outside your role. eg. don't be the coffee person.
- Avoid office gossip and negative talk, be mindful of your words and actions.
- Understand office heirarchy.
- Try to work something out before asking for help, show that you've taken the initiative.

Find or become a Mentor

- Ask colleagues, or spend time looking for an experienced person in a similar role or in a position you wish to work towards.
- If you find a person you think could be a mentor, approach them - they will probably be flattered.
- Let your manager know if you aspire to be a mentor.

Professional planning

- PDP = Professional Development Plan - most organisations have a formal process. Log your success.
- Research others and how they gained experience and integrate this into your PDP.
- Integrate feedback received into your PDP.
- Upskill - short courses.
- Regularly reflect and identify development opportunities.

Ensuring long term success

- Get to know your colleagues!
- Make friends with the PA or Receptionist.
- Help out where you can. Offer to do a job no-one wants.
- If you're a manager - get involved.
- Make an effort to be part of the team - accept invitations.
- Look for opportunities to grow.
- Use LinkedIn to share, like and comment on relevant posts.

Gauging success

- Ideally, you will receive feedback but if not, seek this from team members and stakeholders.
- Reflect regularly against performance targets.
- Be proactive and arrange to meet with your manager to discuss your performance.