

YOU GOT THE JOB! What next?



CONGRATULATIONS! You got through the interview(s), the employer offered you the position and you have accepted the job! So what's next?

Firstly, if you are already employed then you need to hand in your written notice to your current employer and we have a blog on our website with some advice for this - see <https://www.rsegroup.agency/blogs-for-candidates/preparing-to-resign/>

Now you need to confirm your start date and time with your new employer, check the dress code and what you may need to take on your first day (this will usually include your P45, bank details and ID so they can set you up on their payroll). Exciting times are afoot... remember, change is good and it is OK to be nervous. It takes on average 3-6 months to fully adjust to a new job.

Here are our top tips:

- Turn up early - with a smile 😊 – don't forget your lunch and some water.
- If it's appropriate (and it usually is) take a notebook and pen with you - this will help you to remember names, job titles, even how your colleagues take their tea/coffee!
- Be clear about what is expected of you in measurable terms.
- Ask questions rather than assume - there's no such thing as a stupid question - and don't be afraid to keep asking until you know what to do without having to ask - people would rather you get it right, than guess.
- Never discuss your salary/holiday entitlement/benefits (or anyone else's) with anyone other than your Manager or HR Department.
- Keep your private life limited and be positive 😊
- Social media - be mindful about what you share, what you comment on and who can see it. Check your privacy settings. Do you really want your new boss or colleagues to see your weekend antics if they are a little risqué? Probably not.
- Be helpful to everyone - not just the boss - be proactive and ask how you can help if you're unsure.
- If there are events that you are invited to outside the work place, take the opportunity to join in. This can really help you bond with the team.
- Don't get embroiled in gossip or judge people. It takes all sorts of people to make up a company culture. Often, first impressions can be very misleading.
- Share your knowledge and any new ideas you may have which could be helpful, but fully understand company processes before doing so.
- Try not to clock watch and trust that people will notice how well you are doing.
- Take responsibility for your work - don't blame lack of training/managerial support/peer support/handover/bus didn't turn up.
- Remember this is an adjustment for you – if you are struggling missing your old job, remind yourself that you left your previous job for a reason and try not to compare the two.
- Face these adjustments with a patient and positive attitude. Oh and keep smiling 😊

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