



# Point of View

## Tips for a Successful First Day on the Job

*The nervousness and anxiety that you feel during your first day on the job is normal. Just remember, everyone you meet that day was once the "new person". You will survive.*

It's your first day on the job - a daunting experience. You are the new kid on the block and you may feel that all eyes are upon you. New surroundings, people, processes and unknown expectations have butterflies swimming amuck in your stomach. This is all normal, but there are things you can do to relieve some of the stress.

Here are five tips to ensure you have a successful first day on the job:

- **The First Impression.**  
First impressions set the tone for your future workplace relationships. Be aware of your actions, comments and non-verbal behavior. When in doubt, dress conservatively. Try to relax and speak confidently. Make good eye contact and smile. Avoid talking about religion, politics or sex with coworkers you just met. Be an active listener. Make an effort to remember names.
- **What to Expect.**  
Your first day will be filled with the logistics of finding your office space, getting an e-mail address and passwords, filling out forms, meeting people and maybe sitting through an orientation. People may ignore you or go out of their way to welcome you to the company - be prepared for both reactions. Discuss your responsibilities and if there is any confusion about what you should be doing on your first day, get clarification.
- **It Is Okay to Ask Questions.**  
When you ask questions, no matter how silly you may think they sound, people know you are eager to learn and understand the material. If you keep questions to yourself, you may get confused or look like you don't know what you are doing. There is nothing to be ashamed of if you don't understand everything or can't remember everyone's name.
- **Keep Your Eyes and Ears Open.**  
Observe what is going on around you in the workplace so you have a clearer definition of the way things work.

- **Arriving and Leaving.**

Showing up early lets people know that you're excited to be there. It also tells them that you're committed to working there and doing your best. Don't rush out the door when your day is over. Wait around a little bit, and ask if there is any work that needs to be done before leaving. You'll fit in much faster if your boss and coworkers see you putting forth an effort.

Being nervous on your first day is natural. Ease your anxiety by trying everything in your power to have a positive start. Introduce yourself and be nice to others first - don't wait for them to be nice to you. Remember that everyone you meet that day was once the "new person." You will survive.