

## **How to survive your first day!**

The first day in a new job can be nerve wracking. In a new workplace you can easily feel as though everyone's watching you as you jam the photocopier or get lost again!

Everything is different – the layout of the office, the computer systems, where to go and who's who.

This guide is to help you feel more prepared and comfortable in your new role.

1. Choose clothes that are more conservative than you might usually wear. It's better to feel that you are dressed too formally than appear to be too casual. You never get a second chance to create a first impression.
2. Make sure you arrive ten minutes early. Don't be tempted to arrive too early as people may not be ready for you but don't be late either.
- 3. Keep your mobile switched off while you are at work.**
4. Do not use the internet unless, of course, you have been specifically asked to find some information for work purposes.
5. If you are feeling unwell and will not be able to work, please telephone Jobshop UK on 01202 674488 before 9.00am. Please also give us an update before 4.30pm if you are still not well enough to return to work and we will notify the client.
6. Don't get involved in gossip. It may be tempting because you want to be included but it's not a good idea.
7. Always ask for work to do but accept that your colleagues are busy too and may not always have the time to explain things to you.
8. Finally, **relax and smile!** Everyone is shy with strangers, even people who have been with a company for many years. Think about putting other people at their ease and the rest will follow naturally.