



## Survival Tips

### Surviving Your New Job

Congratulations! You have landed the new job you've wanted. Starting a new role is very exciting but can also be a daunting experience. Below are some simple, practical ideas you can use right away to build career happiness!

#### The wardrobe decision:

When in doubt, stay on the conservative side! You will meet lots of people on the first day, so it makes sense to look your best. You may find that you can relax your outfit slightly as you get to know your new office culture better. Initially setting a high standard of grooming and appearance sets you up for potential promotions in the future. Lay out all your work clothes the night before...yes that also means your clean shoes, stockings and underwear!

#### Don't be late:

You're still on probation and you have yet to win the employer's trust, make sure you make a positive first impression by arriving 10 minutes early:

- Plan your journey to work. Take into account peak hour traffic, parking facilities and how far you may have to walk to the office.
- Have change ready for parking stations.
- Organise your bus /train route or if driving your car, have it filled and ready to go.

#### Turn on the charm:

People are interested in finding out all about you, so be friendly and approachable as you were in the interview.

Avoid frowning, remember to smile and look people in the eye when they are talking to you. Everyone has been the 'new kid' at some point- relax and enjoy!

#### Be aware of your surroundings:

Your first few days are a fantastic opportunity to listen, observe and learn about the expectations, internal politics and accountabilities of the job. Be attentive and sensitive to the people around you - never gossip, tune out or boast and think consequentially before offering thoughts, opinions or judgements.

#### Communicate:

One of the most difficult things when starting a new job is the level of information that will be thrown at you, ensure you:

- Ask questions! Be sure you're actively listening to the answers and ask follow up questions so you avoid miscommunication.
- Take your notepad and pen everywhere with you...and use them!

### Social Media Dos & Don'ts:

Gone are the days when a tweet was just the sound a bird made. Sites like Facebook, Twitter and LinkedIn allow employers to get a glimpse of who you are outside the confines of a cover letter, resume or interview. More employers are finding reasons not to hire candidates because of their social media presence, even ruling out candidates due to finding concerning content online. How much time you spend on social media could also give employers a reason to worry, assuming the habit could distract you from actually working.

Keep your profile as positive as possible. Facebook is not your best friend; don't use it to vent complaints about your friends, employers, coworkers, or even the clumsy barista. Keep it classy - whether you're looking for a job or just looking to keep the one you have, it's important to remember that what you write matters.

### Think before you selfie!

While your friends or followers may be interested in seeing you lying in bed, lips pursed....your employer does not.

So the company you work for is about to acquire another and there is speculation of layoffs? Keep it to yourself. Posting confidential information on social media is almost as bad as talking to the media. Watch what you post...it's not just the usual hot-button topics that you have to worry about. Even something that you don't automatically view as controversial, like following Chris Brown on Twitter or posting about sexual health rights can affect someone's perception of you. And when that person has the potential to reprimand or even terminate your employment, you don't want to come off as offensive to them.

Do not use your personal social media accounts in the workplace...just don't. There is nothing private about social media. Even outside of work, what employees say on their not so private profiles can impact their employer.

When you're not careful, social media can easily derail your career however on the other hand, it can also make your career. You need to operate strategically, tighten up those security settings, put on your positive attitude and make the most of the tools available to you.

*Good Luck!*

