

# STARTING A NEW JOB



Just accepted a new position? Congratulations! No matter if you are starting a service year, internship, or job, your preparation and first day will feel pretty similar. Get ready to make a great first impression, fight your new job jitters, and learn how to make the most of your time before and after the job starts.

## YOU JUST GOT A JOB OFFER! NOW WHAT?

- **Step one:** Celebrate! You worked hard and clearly impressed your new employer!
- **Step two:** Decide if you will accept, deny, or negotiate the job offer.
- **Step three:** Once you have decided, you will need to inform the employer of your decision:
  - An acceptance (or denial) letter often can be done via email and should include a start date, salary, benefits, job title, etc., and a written acceptance of the job offer.
  - Or, if an employer sends you an offer letter and it lays out the terms and conditions you negotiated and mutually agreed to, simply sign-off via their terms and conditions.
- **Step four:** If you are currently employed, remember it's customary to give at least two weeks notice before your last day. You will want to tell your boss and hand in a formal letter of resignation before you start letting other coworkers know that you are leaving your current role.
- **Step five:** Let people in your network know that you will be starting a new role. Make sure professional contacts know who they should follow up with if they still have business with your previous employer and update your social networks – like LinkedIn – so everyone can share in your celebration!

## MAKE THE MOST OF YOUR TIME OFF BETWEEN JOBS

If you are able to, it's great to take a little time off before starting your new job. [Get organized, schedule appointments, and run errands.](#) Once you start your new job, you'll likely have to use vacation time to accomplish these tasks. Also, don't forget to relax! Starting a new job can be stressful, so take some time to do things that make you happy and spend time with the ones you love!

## CONQUER NEW JOB JITTERS

It's normal to be both nervous and excited about your new position. Success on your first day starts with preparation the night before you start.

- Make sure your outfit is ready to go. Leading up to your first day of work, make sure to ask what the office dress code is. If you don't know, err on the side of being overdressed.
- Set your alarm for earlier than you normally would and plan on being early. Give yourself plenty of extra time for your commute because there's nothing worse than being stuck in rush hour traffic, or missing the last train that will get you there on time. If you get there too early, maybe treat yourself to your favorite breakfast sandwich or latte!
- Review your job description and do final research on your organization. You'll feel great walking in with a strong understanding of the organization, and fully confident about what your role is. Also, remember to bring any papers or identification you may need in order to fill out any remaining paperwork on your first day.
- Get a good night sleep and remember that you'll be great! They hired you because they see potential in you, and you accepted it because you want to work there too.

## BE CONFIDENT ON YOUR FIRST DAY

Your lunch is packed, coffee is drank, and you remembered to lint roll your fluffy friend's hair off your new blazer.

You're already killing your first day! Set the tone of your new job by [staying engaged and confident on your first day](#).

You will adjust quickly, and you won't feel like the new kid for too long.

- Treat your first day like an extension of your interview. You want to put your best foot forward so that everyone is just as excited as you are about your new role at the office. Be your best professional, upbeat self.
- Don't be afraid to ask questions and take notes the old school way – paper and pen. You'll have a ton of new information thrown at you: names, random acronyms, systems and passwords, etc. You won't learn or remember everything on your first day, and that's okay, but make sure to ask about things you don't understand instead of just nodding yes to everything. Bonus points: When you write it down you can look back later instead of having to ask the same question over and over again.
- Keep a list of questions throughout the day and refer back to them. Writing down thoughtful questions will show that you are engaged and are soaking up as much information as possible. Schedule a few minutes to check in with your manager at the end of your first day, or even at the end of your first week, and work to get those questions answered.
- [Make a great impression](#) with your new coworkers. Say hello and introduce yourself to everyone – even though you are new, they may not take the lead. Lunchtime is a great opportunity to get to know people. If there is a group in the break room, don't be nervous about asking to join! If you need to go get lunch, ask your new colleagues to go with you or to give you recommendations. You'll be able to try out the office's favorite lunch spot and you will feel more comfortable once you get to know a few people a bit better.
- Pay attention to your organization's culture and your coworkers' personalities. Start to learn people's titles and roles so that you know who to go to when you have questions. Listening is key – if you're nervous, just ask questions and listen, people love talking about themselves and they'll like that you're asking for your information!

## BRING A DESK SURVIVAL KIT

Having a few things on hand will make sure you can handle any little emergency! You don't need to bring this on your first day, but once you know what your desk or locker situation is, it's a great idea to keep a little kit with essentials.

Things you might want to include in your survival kit:

- Deodorant
- Clothing Tape
- Stain Remover Pen
- Bandages
- Hair ties & pins
- Underwear and socks
- Non-perishable snacks/lunch
- Mints or gum

## ADDITIONAL RESOURCES

- [6 Mistakes People Make in the First Week at a New Job](#)
- [27 things you should do on your first day of work](#)
- [Your Guide to Your First Week on the Job](#)
- [Starting a New Job Tomorrow? Here's How to Rule your First Day](#)
- [Do these 5 Things on your First Day to Win Instant Respect](#)
- [So, you Landed a New Job? How to Get the First 3 Months Right](#)

