

10 tips for a good start into your new job

Congratulations! You were successful and found a new job.

We are happy for you and wish you all the best and a lot of joy for your new activity.

We have put together some advice for a good start and hope that you will settle in quickly and well in your new company.

Good luck!

Your Federal Employment Agency

Before getting started:

1. A new job comes with changes

With a new job, you usually have new working hours and a new way to your place of work.

Routines and tasks outside of work have to be reorganised, as well, for example regarding your leisure time or your household.

2. Start on time

Be on time for work. Always plan for your way to work to take a little longer than you have anticipated.

By being punctual, you will make a good impression on your employer. Additionally, it will contribute to the company keeping you on after your probationary period.

TIP

- *Try out your way to work beforehand. This way, you will find out which places have a risk of congestion and see how the connections in public transport, meaning buses and trains, work.*
- *Carpooling will increase your discipline to be punctual, save money and protect the environment, and are useful for making new contacts.*

3. Suitable clothing

Boiler suit, jeans, or a business outfit? Think about the effect your clothes will have. Often you will be able to gain some insight on the day of your job interview into how your colleagues dress.

TIP

- *On your first day, it is better to be overdressed than too casual.*

The first few days:

4. Know the rules and comply

In every company, there are certain rules. It is important that you know these rules and comply with them. At the very beginning, you should therefore find out about, for instance, working hours and break time, and where you should call in sick in case of an emergency.

5. Ask questions

You will probably have many questions during the initial phase. First, you should find out who can give you answers as needed.

In principle, the following is recommended:

- Think first, then ask.
- It is better to ask properly once than to broach the subject twenty times.

TIP

- *Take notes. This way, you can avoid frequent questions as well as forgetting names, for instance.*

6. Collegial behaviour

Collegial behaviour means: treat your new colleagues with respect, fairness, and honesty.

This implies in particular:

- Avoid bad-mouthing and gossiping
- Even if everyone is addressing each other informally (using the German “du”): Stick with the polite form to address someone (the German “Sie”) until you are offered otherwise.
- Put your mobile phone as well as any other mobile devices on silent. Do not use them for private purposes during working hours.

TIP

- *Offer to help and support your colleagues. This shows that you are collegial and it will pay off when you yourself are in need of support one day.*

Do a good job:

7. Show an interest

Show an interest in your new field of activity. For example, you could learn something new for your new duties. Professional exchange with your colleagues is also recommended.

8. Do your best

Be committed to your new job from the very beginning. You will then be perceived as a competent colleague. Fulfil your duties in a satisfactory manner and within the specified timeframe. Your superiors are obviously paying special attention to you during your probationary period.

TIP

- *Avoid misunderstandings when receiving instructions. You should repeat the task briefly in your own words. This way, you can make sure that you have understood everything correctly.*

9. When something has gone wrong

Do not worry - nobody does everything correctly, especially not during his or her first days and weeks on the new job. Therefore, you should admit to your mistakes quickly and openly. It is important that you are willing to learn from your mistakes.

Entering a new work situation can prove to be more challenging than anticipated. Stay optimistic and committed, even if the tone is rather rough or if there are any conflicts. Endurance will pay off.

TIP

- *Try to see conflicts from the other person's perspective.*
- *If there are any problems, you should approach your contact person at the employment agency. He or she will help you look for solutions.*

10. Get feedback

Schedule the first meeting for receiving feedback from your superior in the beginning. In your feedback meeting, you will talk to your boss about:

- what you are already doing well.
- where there is still room for improvement.
- what is expected of you.

TIP

- *Listen to both praise and criticism first. Ask if you have not understood the feedback. You should consider such a review as an opportunity to learn and become familiar with your job faster. This increases your chances of becoming a permanent employee.*