

Your first day on the job

By The N.M. Department of Workforce Solutions

For the Journal

The hard work you have invested into looking for a job and interviewing has paid off. Now it is a matter of starting a new job and living up to that great first impression you gave at your interview. Your first days will be exciting, and it is an opportunity to build a good foundation at the company or organization.

Get accustomed to your new schedule a week before you start your job. If you have been a student or working night shifts, it will take some time to get used to “regular” workday hours. Get a good night’s rest before your first day. The day may be overwhelming with lots of information to absorb and you will need to be focused.

Review all the research you did about the company when you were applying and interviewing. You will be more confident and less nervous if you have knowledge about the company’s mission, structure, and history before walking in.

Know where you are going the night before. Where you interviewed may not be the place to report to on your first day. Verify the address and map out directions. Prepare to leave early if the route includes any traffic or construction. If you take the bus or other public transportation, double check the schedules and have your payment method ready.

Organize your first day outfit the night before. Dress to impress and also dress appropriately. If you are an emergency room nurse, you wouldn’t wear a suit, just as you wouldn’t show up as an account executive in a tank top and flip flops.

Remember the basics. Eat a healthy breakfast. Take a lunch in case there are not a lot of restaurants near the office or worksite, and do not take a longer lunch than you are allotted.

Show up to work a few minutes early. You do not want to be late your first day, and by being a few minutes early, you will not be rushed. Continue to show up on time and have good attendance. Sometimes the simplest things at work will show your dedication and reliability.

Meet people. Smile and be polite. Remember as many names as you can, especially those that you will be working with closely. Try to put names to faces, write down their names on your notes, and ask them to repeat their names if you have trouble pronouncing them. Ask them to remind you of their names the first few days at work until you have them memorized.

Introduce yourself and provide some information, but do not ramble. Do not say negative comments about your previous places of employment or past employers. Start fresh. You do not want to bring old baggage to your new job.

Listen to everything and take notes during the day. Most employers do not expect you to learn everything the first day, but taking notes you will show your new employer that you are taking the initiative to learn as much as possible.

Ask questions. The learning curve always varies from job to job, so take advantage of this new opportunity and jump right in. Starting a new job is exciting and motivating. Attitude is everything, and by keeping that energy up, you will be successful.

This is a regular column written by the N.M. Department of Workforce Solutions. For more information, go to www.dws.state.nm.us.

Published April 26, 2015.

The NMDWS column can be found in the Albuquerque Journal's Classifieds section featuring Real Estate, Automotive and Careers every Sunday.

