

# STARTING YOUR FIRST JOB?

## PRE-WORK CHECKLIST

Preparing for your new job starts earlier than the night before! Make sure you're prepared by:

- Planning your route to work - do a test run beforehand!
- Knowing the dress code and planning your outfit accordingly.
- Knowing which documents you have to bring (if applicable).
- Knowing what time to arrive.
- Bringing a notebook and pen (or two!)

## FIRST IMPRESSIONS COUNT

Meeting your new colleagues for the first time can be daunting, but doing the following may make it easier:

- Introduce yourself over a hot drink or lunch.
- Try to initiate informal chats with new colleagues to learn more about their work.
- Say yes to lunch or after work drinks to get to know your colleagues.
- Pay attention to office dynamics.

## YOUR FIRST DAY

Your first day is often full of admin and meeting new people - it can be overwhelming! You can ease your nerves by:

- Taking notes - keep track of names, tasks, and key facts about the company.
- Asking questions.
- Speaking to people in the wider organisation.
- Checking in with your manager.
- Avoiding putting pressure on yourself - you're not expected to know everything straight away!

## IMPOSTER SYNDROME

Imposter syndrome is very common, especially in your first job. You might not feel good enough to do your work - but that's completely normal! You can beat those thoughts by:

- Asking for help when you need it.
- Not dwelling on mistakes - it's a learning curve!
- Opening up to friends and colleagues, especially if you have fellow graduates on your team.
- Diving in to a task - you won't learn without trying in the first place!

## PUT YOURSELF FORWARD

As you settle into your routine at work, continue to prioritise your learning and development:

- Track projects and tasks to log your achievements.
- Say yes to tasks outside your usual remit - but only if you have the capacity!
- Ask for new opportunities or to be included in exciting projects.
- Get involved with initiatives or events in the wider organisation.
- Enquire about mentoring opportunities.