

Adjusting To A New Job

08.16.2012 | posted by camilleb |    

Adjusting to a new work environment can be a daunting and time-consuming task. The following tips can help to make the change a little easier.

Be Likeable

Treat all of your co-workers with respect and refrain from gossip. Be kind to everyone that you encounter in the workplace, including receptionists, janitors, etc. This will help you to create a good reputation in the office as well as build the foundation for essential relationships. Keep both your physical appearance and workspace clean and sharp. Tidiness will show that you are well self-managed and give a stellar impression to both your co-workers and boss.

Learn Your Job

Find out what your boss' expectations are and exceed them. Participate in training sessions that your company offers to learn more about skills that your job requires. Do not be afraid to ask questions. It is much better to ask if you are unsure about the specifics of something rather than complete a task incorrectly. Take thorough notes and listen to others. Observing is the best way to learn.

Give Your Best Effort

Show your boss that you are appreciative of your job and immediately set the bar high for your potential. Be willing to do whatever is asked of you. Get to work early and stay late. Avoid your cell phone and social media accounts, unless you are using them for business, and give 100% effort during the day to produce optimum work output. Eat healthy and get a good night's rest to fuel your brain. Be an effective team player, even if it means compromising your benefits for the sake of the group.

Finally, relax, you were given the job for a reason and if you give your best effort, you are guaranteed to be successful.

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