

SETTLING IN AT WORK

Woohoo you! You've done it. You've secured yourself a job, no easy task in this tough job market. The hardest part is well and truly sorted. The trick now is to settle in and establish a happy working life.

It can be pretty challenging at times, especially if you've been out of the workforce for a while, or perhaps this is your first paid job ever. Remember you have accomplished the difficult part, so you're now ready to take one this next stage.

WE'LL GIVE YOU A KICK START

The Workskills team have done some research and we've come up with some hints and tips to can help you. Check them out, you're sure to find something that fits your situation.

Relationships

Your relationships with team mates are important; they can make going to work more enjoyable.

Be polite and friendly to everyone you come across and smile (it's an icebreaker)! It's always easier to communicate with a happy person.

You won't always like everyone you work with. Just focus on the people you can get along with and show professional respect to the ones you don't.

Know how much personal information to share; sharing too much can make people uncomfortable. Sit back for a few weeks and observe what the level of communication is and try to stick within that. Everyone in the workplace has a responsibility to create a good team environment; even the new person!

It's OK to ask questions

People generally like to help others - it makes us feel good about ourselves. We were all 'new kids on the block' at some stage too and remember how it was.



Mistakes are fine

If you make a mistake at work (chances are you might, most people do when learning something new) take responsibility and let your supervisor know as quickly as possible. If you can make a suggestion of how you might fix it. They might not be too happy about it but they will respect your honesty and appreciate that you are prepared to learn from your mistakes and accept responsibility.

Work etiquette

Turn your mobile phone off. This is a general rule in most workplaces; however some are more relaxed about this. Pay attention to what is happening around you. Do other people in a similar position to yours have their phones on? If so check with your supervisor if it is OK and go with the flow of what they expect. Remember, they are paying for your time so have a right to expect that they will have it without distractions. This goes for any other 'distractions' as well.

A job done well

Do your job and do it well. Your employer knows what you are capable of. You discussed this at your interview. It is a big part of why they hired you so prove they made a great decision getting you on board! You will feel good at the end of the day knowing you did a good job, a fair day's work for a fair days pay.

Watch the time

Make sure you're on time. It is important that your employer and your team know they can rely on you to be there. If you are not reliable it can build resentment from others that have to cover your work load when you are not there to do it. In any case it's just not a good look.

If transport is the issue check out different methods of getting to and from work. It can be useful take different routes to work in case you come across road works or other traffic hazards that you need to go around. *(More info overleaf)*

If you have car trouble or no car at all, find out about the bus service timetable and where the nearest stop might be to you and your workplace.

If you miss your bus is there another method of getting to work on time? Once you feel comfortable ask your team mates about where they travel from and if they are keen to car pool. This can save on travel costs. Or if it suits, why not think about the fit and healthy option and cycle in?

The right gear

No matter what you wear to work your clothes should be neat and clean. They may end up dirty throughout the day if your kind of work is hands on but first impressions still count. Your employer wants to see you fronting up looking your best every day, regardless of whether you're serving customers or not.

I don't feel well

Know when to call in sick from work. If you are too sick to go to work make sure you contact your supervisor at least one hour before the start of your shift (This is the standard but it can vary from place to place so find out the requirements of your workplace). So make sure you have the right phone numbers!

Make a phone call over sending an SMS, it creates a better impression. Find out what your workplace requirements are regarding getting a medical certificate for your time away. Not providing one may result in you not being paid sick pay.

Paperwork

Provide any requested paperwork as soon as possible. Bank details and tax forms are essential in paying you. Superannuation, emergency contact and other paperwork that is requested are also very important. It will demonstrate your reliability and willingness to do what is required if you hand in this information quickly after being asked for it.

You should also be offered an induction to the business. Pay attention to what's discussed, ask plenty of questions and keep your induction

information close by. It's your permanent reference to the 'way we work around here.'

It's a bit daunting, but...

With all that's going on, you might feel a bit overwhelmed initially but hang in there! You'll soon learn the ropes and be as relaxed as everyone else is.

You can contact us on 6262 5400 or, if you prefer, give your Workskills Consultant a call to discuss anything that might be concerning you.

Every one of us here at Workskills has had a first day at work so we know what you are going through.

We're here to help.

