

FIRST JOB

Every employee wants to be successful on a new job or assignment.

First you want prove to your family and management that you are capable. Secondly you want to prove it to yourself.

The given tips that can be of great help in making this important transition. If you take these tips seriously, you will avoid many of the mistake's others have done.



READ THE HANDBOOK CAREFULLY

Many organizations have spent a great amount of money and time in developing a handbook. These books are usually well done and contain vital information. If you are getting this type of book in your new job, read and understand carefully.



TAKE A CALENDER NOTEBOOK TO WORK WITH YOU

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A great abundance of important information, rules, regulations and procedures will be thrown at you during first few days. Do not trust your memory exclusively. An inexpensive calendar notebook and use it to record the verbal instructions you receive from your superiors. Jot them down in your notebook and do not be afraid to do this while the other person or saying person is watching or taking. It can be used for reminders, reports to be submit, ointments etc.



3. DO NOT HESITATE QUESTIONS.



If you do not understand something ask questions until you do. Unless you ask, you can make the same mistake repeatedly. Ask right question.

You should not ask questions when the answer is obvious, nor should you seek information that is confidential or not important to the job



4. DO NOT FLAUNT YOUR EDUCATION AND INTELLIGENCE

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You have management education; chances are that you have more education than some of the people you will work with on your new job.

Be proud of your education, but do not broadcast it. If you try to impress people with your education and intelligence, they might make the job harder for you than it is



5. DO NOT MAKE CLOSE FRIENDS – BUT DO MAKE FRIENDS

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These are many little human relations traps you can easily fall into in your first few days on a new job. It is possible that one employee will cling to you start your new job. This is a difficult to handle. Of course, you should not be rude to a new friend. But you will do well to be some what reserved for the first few weeks, building relationships with all people and not devoting all your spare time to one Person. It is natural that the regular employees, including management will identify you with the employee or employees you spend excessive time with.



6. DO NOT BE AN EAGER BEAVER

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Some young people start their careers with a great burst of energy and enthusiasm that cannot possibly be sustained. These people create a big stir to begin with, but later-on they are re-classified by their fellow workers. Your energy and enthusiasms are real assets. Take it easy to start with. Do not push yourself too fast. Move in quietly. Observe. The best way to make progress in an organization is to make steady progress.



7. WATCH YOUR LANGUAGE

Without realizing it, you may have built a campus vocabulary in college, some vocabulary in friend's circle. Certain words used in the job might be a little crude in on-the job situations. They might give people the wrong impression.



8. DRESS DOWN A LITTLE NOT UP A LOT

The conservative and careful dresser usually makes the best first impressions. Many workers are guilty of over dressing. First impression lost with: Unpolished Shoes. Unkempt fingernails. Impressed suits. Extreme clothing. Chewing gum panparag. Soiled shirt. Extreme cloth colors.



9. LOOK ENERGETIC

The way you walk and the speed with which you react to certain situations. Some people give the impression they are large and dull because of the slowness of their physical reactions. There are three habits you can develop that will give others the impression of your energy. ☒ Take quick steps as you walk. ☒ Keep the shoulders straight and your head high. ☒ Sit straight in your chair



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