

## ***5 Simple Steps to Thriving at Your new Job***

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Amidst the current economy, there are many of us who have found ourselves either in new jobs or working with multiple organizations. Changing jobs can be more traumatic than we admit and physically adjusting adds to the pressure. How or where do you start? How do you go about prioritizing as a new employee? How do you excel rather than just survive? What may be thought of as simplistic techniques can often be transformed into working solutions!

- 1) **Behave as if you are still being interviewed** – Once hired, naturally you do have a sense of accomplishment. However, be continuously aware that you have yet in fact to prove your worth, and no matter how long you may be there, this fact will remain true. Come every day ready to work as hard and as smart as practically possible. Maintain this mentally and not only will you challenge yourself, but you will make a lasting impression.
- 2) **Respect the corporate culture** – As a new employee ‘blending in’ will take time however, you can make this process easier by respecting the norms and standards of the organization. This may refer to your dress, your arrival time or communication style. Caution must be taken in this step, if the corporate culture is one which goes against the organizational policies you should aim to rise above it. Read company documents, such as the Employee Handbook, to ensure that you do not stick out as the new employee breaking all the rules.
- 3) **Clarify your Duties** - You should be given a job description upon hiring, nonetheless, there may be priority areas outlined by your manager and/or supervisor which are not explicitly stated on this document. Communicating openly with your superiors to ensure your priority areas and theirs are aligned can be key in making your mark.

**4) Be ready and willing to Learn** – You will find yourself in new and/or unfamiliar territory, some of the internal processes and ways of conducting business may be foreign. The best way to tackle this is remaining open minded and willing to learn. Ask for assistance where needed, whether it be from a superior, subordinate or colleague. Ensuring you are following the correct or normal procedures is important and being flexible will help you in adapting and excelling.

**5) Solicit Feedback** – You may have an established probation period, at the end of which you will be given a report on your progress. However, do not be afraid to intermittently ask your superior for their opinion on your performance. Receiving this feedback early gives you the opportunity to improve in any identified weak areas and continue to excel at your strong points.

These pointers should not be discarded after your 90 day probation period is up, nor after your first month. An employee who enshrines these practices into their modus operandi could find themselves being identified as a high flyer. Enjoying what you do and being the best at it is easier than you think. Employers should also seek to facilitate an environment which can bring the best out of their employees, look out next week for tips on how to do this.