



SETTLING INTO A NEW TEAM

SEEK A MENTOR



As a new employee, having guidance during your early stages will be a great help in settling into your new position. This is where a mentor can help.

Make use of their knowledge, and offer whatever experience or you may have acquired from your previous role. Getting used to the company culture is very important during the early stages and by building a relationship with a mentor, will help you grasp this.

Your mentors experience and expertise will certainly help you settle in and integrate with your new team. Any worries or queries you may have, make sure you speak to your mentor and maintain strong communication.

GET INVOLVED

A great way you can settle in quickly is by integrating yourself with your new team.



This will show your new colleagues that you're a team player as well as a personable individual. Your colleagues may set up some social events to help you become familiar with your new faces - attend them. This could be virtual meetings if working remotely, food-socials, a sports club or other activities set up by the team.

Some work places have a lunch area for their staff, this is a great chance to find out more about your colleagues over a tasty lunch. By getting involved, you'll find out more about the lively characters in the office and you may have much in common!

BUILD RELATIONSHIPS

During your first few weeks of your new role, you'll find out which colleagues you'll be working with most closely.



Once you find out which colleagues you'll be working with, get to know them. Ask them lots of questions and find out what their working style is. As you'll be working closely with them, find out what their hobbies and interests are. Finding something in common will help build a strong relationship from the get-go.

Being personable is also important. Once your colleagues see you are approachable, they will come over and introduce themselves to you. Ensure you build strong relationships with all the people who will help you to do your job well; not just your immediate team but also the manager and admin staff.

BRING SUGGESTIONS

Getting used to a new workplace or way of working can take some time; especially if you've had a routine for so long.



If you're having trouble settling in, try to avoid comparisons to your old job or criticising. Instead, try and bring some suggestions to the table. Adapt to your team's way of doing things and if you're really struggling, speak to your manager to see what can be done to help.

Embracing the change and company ethos will help you adjust in the long-run. This could be embracing the communication system or the way meetings are conducted and set-up. Being flexible and able to adapt quickly will ensure that you produce the top-quality work you're capable of!

DRESS TO IMPRESS

Whether you're working remotely or at work with social distancing measures, ask your hiring manager what the dress code is and stick to it.

Your employer will let you know what the dress code is before you begin your new role. It's likely you'll be taking pictures for your ID, the website or as part of your introduction across social media platforms.

If working remotely, you'll most likely be introduced to your new colleagues via a video communication tool. Make sure you're well prepared. Try to avoid being caught out wearing pyjamas! Whether it's formal or smart-casual, be sure to look the part!



TAKE NOTES

During your first few weeks, you're likely to be given and told a lot of information. Remembering it all will be difficult; take notes.

You'll be given information about the business, with the possibility of being given a welcome pack. You'll also have to remember so many names and information on new systems. You'll be processing so much at the beginning so it's important that you take down notes.

As time goes on you will be more organised with a calendar to organise events. In the meantime, a notebook will come in handy.

