

How to Impress Your New Employer

You've got the job. The hard part is over. Or is it just beginning?

In your first few days on the job, you'll meet a lot of people. You may not remember them, but they'll remember you and the impression you made. And, first impressions often turn into long-term perceptions and reputations. Fortunately, there are actions you can take to impress your new employer and co-workers, and kick-start your success.

Come Ready To Work

- **Avoid/minimize personal business.** Use your lunchtime or scheduled breaks to take care of personal tasks such as shopping online or making personal phone calls.
- **Establish a good attendance record.** Come in early and stay a little later — at least until you get a feel for your work environment.

Make a Smooth Transition

- **Learn names and roles quickly.** Keep a resource list to help you remember names and roles.
- **Be a team player willing to help out.** Your flexibility and concern for team success will be appreciated.
- **Learn about your environment.** Talk with co-workers about general guidelines and the “unwritten rules.”
- **Read company literature and policies.** Learn the rules and regulations and adhere to them.

Show Initiative

- **Know what's expected of you.** Make a plan for 30, 60 and 90 days that includes your goals, skills to learn, people you should meet and projects to complete.
- **Get to know your manager.** Learn about his or her work style, and the most effective ways to communicate and interact.

(Please see the back for more details.)



- **Stay organized.** Use whatever system you need — lists, filing systems, project plans, etc., to stay on top of your workload.
- **Ask questions.** No one expects you to know everything immediately, and it's better to ask for help rather than make errors based on assumptions.
- **Ask for feedback.** Get input and guidance from others to make sure you're progressing in the right direction.

Earn Your Co-Workers' Respect

- **Practice the 80/20 rule.** Listen 80% of the time and talk 20%.
- **Disagree without being disrespectful.**
- **Be sensitive, especially when you make changes.** Show you value the time and energy others have put into the work.
- **Be positive.** Everyone wants to work with someone who has a great attitude. Bring enthusiasm to work every day.

With these tips in mind, you'll earn the trust and support of your manager and co-workers starting your first day on the job.

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