

new job checklist

Preparation for the job

- Update your skills, Job Title and follow the new company page on LinkedIn
- Re- research the company, the industry and review the job description
- If you are working from home, check your set tech up, room is clutterfree etc.
- Check out travel times to the office and home at different times of the day
- Check out shops/garages/post offices/cafes/supermarkets/gym in the location
- Make sure that you are familiar with the new company dress code

Things to remember

- You don't need to know everything from day 1!
- Being nervous and excited are totally natural feelings
- Ask lots of questions and being curious will help with the onboarding
- Focus on building relationships and trust
- Keep an open mindset
- Don't get caught up in office politics or gossip
- Ask for feedback

Good luck!