

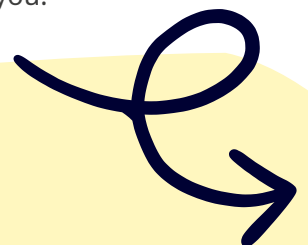


## Tips for your first day

**So, you are about to start your first day in your new job. You are probably starting to feel slightly nervous, but that is completely natural. We are human, after all. In this section, we want to give you the tools to help you make that transition a little easier.**

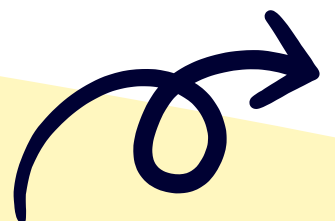
**On your first day at work, you enter a new environment with new colleagues and there's usually a lot of new information to learn. Knowing some useful tips can help you make the most of your first day and start your new role in a positive way.**

- **Plan your commute:** I know this sounds obvious but planning your commute can help you feel calmer about getting to work on time on your first day. This also helps you to adjust to a new route. Whether you plan to drive or take public transport, try to calculate the most appropriate route to take. You can also practise your route beforehand if you think this might be helpful. On your first day, it's a good idea to leave home a bit earlier than normal to ensure that you arrive on time. You can then adjust your commute time as you become more comfortable in your new role.
- **Plan your outfit:** Planning your outfit means that you have one less thing to think about on your first day in your new role. When doing this, make sure that you adhere to any information you have about the dress code. If you don't have any specific guidance about what to wear, then reach out to the company to enquire. Then, if you notice other people are wearing more casual clothes, you can adapt the way you dress for the next day.
- **Arrive on time:** The first day is a big day for you but also your employer, and this tip is really important. You have planned your route, and you want to impress your new employer by arriving before you're due to start work on your first day. It's vital to enter on time. Arriving too early might mean that HR or your new manager hasn't had a chance to prepare yet. If you arrive early, you can wait nearby in a shop, café, or take this time to relax and prepare until it's time to start work. By arriving at the correct time, you can make a positive impression on your first day.
- **Be you:** On your first day, try to act as you normally would. The employer hired you because they felt that you were right for the job, so don't be afraid of showcasing your personality. Being authentic also helps other people to get to know you. Trying to act in a certain way can make you feel more anxious, whereas being authentic creates consistency in how you behave and what other people expect from you.



- **Be relaxed:** Employers understand that there's a lot to take in on your first day, so try to relax. You may make minor mistakes or misunderstand new concepts and procedures, but this is normal. Trying to relax makes it easier for you to learn new things and adapt to your new work environment. Slow and deep breathing can help you to relax when you feel anxious. If you have time, you can also try doing something relaxing like yoga or meditation before you start work to help you feel calmer.
- **Prepare introduction:** During your first day/week you will meet new colleagues who will be interested in you and will want to build professional relationships. An "elevator pitch" is a very brief description that can be useful to prepare for your first day at work. This is a brief introduction to use if people ask about where you worked previously or what your job is now. For your pitch, you can mention your work history, new role, and why you changed jobs. Try to keep the tone of your pitch positive, so avoid criticising your previous employer. In addition, aim to keep the pitch brief, as providing a lot of detail might be overwhelming for people who are meeting you for the first time.

- **Ask questions:** Don't be afraid to ask questions as it demonstrates your willingness to learn and helps you to adapt to your new role more quickly. You might already have questions you know you want to ask, and you may have other questions that pop up throughout the day. Your employer likely expects you to have questions ready and they may tell you to ask them at any time. If they don't, you can make a note of the questions that jump out, and then arrange an appropriate time to discuss these points with HR or with your manager.
- **Talk to as many people as possible:** Another useful tip is to talk to as many people as possible, even if you're only briefly greeting them. This is another way of demonstrating that you have a friendly and positive attitude but most importantly, you are starting to build relationships. Talking to the people you're going to be working with directly is particularly important, but it's also helpful to speak to people more widely, regardless of their position in the organisation. The reason for this is that treating everyone equally and with the same respect helps to make a good first impression.





**Body language:** Your body language is so important, by adapting your body language to show that you're open and approachable is also important on your first day in a new job. Even if someone doesn't speak to you directly, your body language can make a positive impression. When someone is speaking to you, you can also use body language to show that you're listening and taking an interest in what they're saying. Sitting or standing up straight also shows that you're

- **Being observant:** Being observant is also a helpful thing to do during your first day at work. It's not about being nosy but paying attention to your environment and to how other people behave. This helps you to adapt to the new work environment and also understand the organisational culture and how people interact with each other. Being observant in this way can help you to understand what the expectations are, which allows you to adapt your own behaviour accordingly.

- **End the day positive:** Ending the day in a positive way prepares you to start your second day in a positive frame of mind. Try to say "goodbye" to your manager and colleagues when you leave and thank anyone involved in training or supporting you on your first day. Even if you experienced issues during your first day, try to accept that this is inevitable in a new job and reassure yourself that things can only improve over time. This can make you feel more optimistic about returning to work the next day.
- **Reflect on the day:** Sit back at home and take a few minutes at the end of the day to reflect on what you've learned and accomplished. It can help you better understand your role and identify areas for improvement.

Remember, everyone understands that the first day is a learning experience. Approach it with a positive attitude, be open to new information, and enjoy the process of settling into your new work environment.

**If there is anything you are unsure do approach your manager throughout your induction/probationary period. They are there to guide and support you.**



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