



ADJUSTING TO YOUR NEW JOB

Having done the 'hard work' in competing for the job, fitting-in to a new environment can be just as demanding. Don't make the common mistake of focusing solely on work and getting results. You need to pay equal attention to nurturing good relationships with your new colleagues. Here are a few more hints to help ensure you get off to the best possible start!

Not all employers have the same standards and ways of doing things. Find out early about the culture of your new organisation and how people treat each other. Then, be prepared to respond to the new culture and absorb it, rather than crashing into it!

Get to know the management style and the unwritten rules as well as the written ones! In particular get to know your new boss or bosses and their working habits. Make sure you take advantage of any 'let's get to know each other' opportunity. This will be your chance to learn quickly what is expected of you, to find out how your boss prefers to communicate and to lay strong foundations for your future relationship. Your boss may want to discuss your initial impression. Be constructive rather than critical and choose a more appropriate time to suggest any changes or improvements.

It will take time and effort to win acceptance and respect. A good start is to meet key people at different levels and functions around the company. Building relationships with influential people now will pay dividends in the future.

From your 'charm offensive' you can learn lots of useful information, such as:

- who the informal leaders are
- who sets the pace
- who makes the decisions
- what is the real power structure
- whose opinions are valued most in decision-making

Remember, you have the qualities the organisation wants, so you have the ability to succeed. But channel your energy constructively and carefully. In the early months, the watchword is 'observation' rather than innovation. Take your time ... watch and learn.

- don't seek to make an immediate impact or rush into dramatic changes
- be conventional in your manner and approach
- be positive rather than overbearing or opinionated
- refrain from talking about your old job or making comparisons

By adopting this softly, softly approach you are far more likely to gain acceptance and respect from your colleagues and managers. And once you have achieved that, you have the perfect platform to make your mark!