



better work, better life

# Making your mark

## Creating a winning impression in the first week on the job

Finally, you got your dream job and tomorrow will be the start of your first week of work. Regardless of your type of employment (temporary or permanent), you need to show your employer that you are the right person for the job.

### Timeliness

Show your enthusiasm about the job by being punctual or early. Your employer will be impressed with this positive attitude.

### Listen and pay attention

Your employers will conduct an orientation session to brief you on the job scope and the company's systems and procedures. Listen and take notes to ensure that you understand everything. Employers would like to see how fast his new staff could learn.

### Take initiative

Take the initiative to ask good and relevant questions. A new employee tends to lack confidence and is uncertain to take initiative whenever they can. Make your mark by showing that you are not afraid to ask.

### Stand and deliver

You want your boss to see that you are a valuable addition to the company. Do this by completing your tasks quickly and efficiently. Ask him politely if you really need a deadline extension, but try to avoid this situation as much as you can.

### Respond quickly

Show your diligence and enthusiasm by responding quickly whenever your boss asks you to act on something. This will assure him that you are the right person he hired.

### Be proactive

If you sense an expected difficulty coming up, act in advance to deal with it by being proactive.

### Be observant

It is important that you observe your surroundings and try to learn as much as you can, as the first few weeks is your learning stage.

### Be resourceful and meticulous

It is perfectly normal if you make mistakes in the learning stage, therefore you have to be meticulous about your work to minimise them. Depending on the nature of your job, you may be expected to be resourceful as well, so be prepared.

## Be a team player

Show your boss that you can get along well with your co-workers. Employers are looking for people who can communicate well with staff of all levels. However, avoid being too chatty, as this will give the impression that you never do your work. It is important to have a balance.

## Be open to new ideas

This is important, especially if your job requires you to work in a team. Avoid being rigid. Instead, open your mind to new ideas.

## Be friendly

Firstly, you have to understand and adapt quickly to the corporate culture. You need to be friendly and try to fit in as quickly as possible. Ask if you could join your colleagues when they go for lunch.

## “Passion”, not “obligation”

Your employer wants to see how serious you take your job and how much effort you are willing to put in. Treat your job as a passion instead of an obligation.

## Seek avenues to make a difference

Suggest ways to improve the business or to achieve new results by using your previous experiences. Avoid being too forceful on your ideas though, as you do not want your boss to mistake your enthusiasm for criticism.

## Avoid office politics

You are still getting the lie of the land. If someone gossips about a co-worker, find a way to change the subject. Getting involved in office politics will risk your image in the eyes of your bosses, and could ultimately affect your job.

## Avoid clock-watching

Be the first in the door but avoid watching the clock until it is time to leave the office. Leave when your daily tasks are completed and your work space is clean and tidied up.