

How to impress your new employer:

Our top tips

Accepting a job offer is an exciting achievement and means that you can finally begin the next step of your career.

However, this doesn't mean that you can become complacent. You should aim to impress your new employer from the beginning, proving to them that they made the right decision in hiring you. Make sure that your seniors and co-workers get a positive and hard-working first impression of you, helping you get a running start in the new role.

Considering that our consultants work with many successful candidates who are starting new roles, they are aware of the pressure there is to impress new employers, especially in the first few weeks. However, we can assure you that if you follow the key advice provided by our consultants you are giving yourself the best possible chance of success.



Be punctual

- The last thing that you want to do on your first day at a new job is turn up late! It's important that you make extra effort to show up a few minutes early for the first couple of weeks. This not only creates a good first impression, but also presents you as a responsible and organised individual
- Putting in this conscious effort should also help in creating a sustainable routine for yourself, ensuring that you remain a punctual and dependable employee throughout your entire employment
- Setting an alarm and checking your journey every morning will help with your punctuality as you'll be less likely to run late and you will also be able to see if there's any traffic problems or delays
- If you do know that you're going to be late it's important that you inform the relevant people and apologise for the inconvenience



Professional appearance is key

- Once you begin your placement, it's important that you make sure you remain presentable, dressing in an appropriate manner. Follow the office dress code as you don't want to create a bad impression by breaking the rules
- Even if the office has no dress code, or it is fairly casual, still make an effort to look presentable. If you are really unsure on what is acceptable, you could always look to what your co-workers wear for inspiration

Remain organised

- Keep your desk/the area you work in clear and tidy as it will help you remain both productive and inspired. It will also contribute to your employers impression of you; they won't be very impressed if your desk is covered in piles of paper and rubbish!
- Remain physically organised, and keep track of all the meetings and projects that you are required to complete. If remembering events and deadlines is something that you struggle with, we recommend keeping a small calendar or post-it-note visible on your desk as it means you will be less likely to forget about important tasks. Even the most simple to-do list can be extremely effective!

If you're unsure about something, ask

- Don't be afraid to ask questions if you're unsure about anything. Considering that you will likely be new to the role and the company, your employers will expect you to be curious about the processes and expectations. Asking questions also helps demonstrate that you are dedicated to your role and are interested in performing to the best of your ability
- Try not to ask the same question repeatedly. In order to prevent this, we recommend that you take notes when you ask a question, whether it be with a notepad and pen or on a virtual document. This will prevent you from forgetting and then seeming like you weren't paying attention to the answer. It will also help with the information overload you'll be having to deal with
- Directing your queries towards your fellow employees may also be a good way for you to start up a conversation with them!

Be open to advice and feedback

- It's very likely that there will be areas that you need to improve when you start. This is nothing against your capabilities as every company expects work to be completed in different ways
- As a result of this you'll need to get used to dealing with constructive criticism. You should also ensure that you act on this feedback, using it to develop your skills and abilities

If you're reading this right before you are about to start a new role or begin at a new company, all of us at Austin Rose wish you the best of luck! However, if you are looking for a new role, or still have any queries, our consultants will be able to provide their specialist expertise and advice.

If you are interested in working with our specialist consultants, find our contact information directly on our [website](#), alongside job adverts and CV submission forms. Our website also contains more articles to help guide you through your career.

Show enthusiasm and capability

- Complete the work you're assigned to the absolute best of your ability, and then if you're able to, offer to help your co-workers with any projects they may be working on. You want to be producing work which provides evidence for skills you most likely claimed to have in your interview
- You shouldn't wait for someone to have to ask you to do a job, if there's something you know you'll have to do it's impressive for you to have started or even completed it before you've even been asked

Remain professional

- Even once you begin to feel comfortable in the office it's important to remember that it's still a workplace and to remain professional
- If you are unsure about acceptable dynamics and communication it may be a good idea to wait and see how your co-workers interact. Keep phone usage to a minimum as you want to appear productive and dedicated, not as someone who gets bored and distracted easily

