

How to Settle in to a New Role: Our top tips

At Austin Rose, our consultants work with many candidates who are beginning new roles, and have their own first hand experience starting at new places of work. As a result of this, they know exactly how daunting it can be stepping into a new office full of unknown co-workers.

This is why they've helped to put together this article, in the hopes that it helps relieve some pre first day nerves and provides some valuable advice on how to settle into both the role and the company.

In our previous article, '[How to impress your new employer: Our top tips](#)', we covered how to impress your employer once you start in your new role. However, these key tips will cover the best ways to adapt to your new workplace and begin to feel like a part of the team.



Be positive

- While we know this sounds cliché, we believe that beginning with a positive demeanour can help create a positive first impression on your employer and co-workers
- As a result of this they will also be much more likely to mirror your enthusiastic disposition, viewing you as a dedicated and sociable individual

Remember to utilise non-verbal cues

- Non-verbal cues can add additional support when introducing yourself, contributing to that all important first impression
- These subtle yet highly effective actions can include maintaining eye contact, smiling and remaining engaged when they are speaking to you

Make the most of socialising opportunities

- Make the most of every opportunity to meet and socialise with people at the company. Networking is a vital part of settling into a new workplace, helping you become known as a valuable member of the team
- Try to attend out of office socialising opportunities, such as going out for lunch or getting a coffee

Be friendly and approachable

- Begin with a confident attitude. A good way to get to know people is simply by introducing yourself to everyone you meet. Mention your name, role and that you look forward to working with them
- Don't forget to ask the person that you're talking to about themselves! People will be much more comfortable speaking to you if you show you are caring and relatable
- Put in extra effort to remember your co-workers names and their role. People will be flattered that you took the time to remember who they are, and may put in the same effort. Try associating a fact about them with their name and role to help remember details

Remain organised

- Organisation is also a key part in becoming a valued member of the team. For example, making sure that you punctually arrive at meetings is a key factor in beginning to settle into the environment.
- Also, having an organised desk will help you feel settled, comfortable and like a permanent member of the team

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 to find a new job role, or still have any queries after reading this, our consultants will be able to provide their specialist expertise and advice.

We look forward to hearing from you!