

Building Relationships

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10 Easy Steps
to get the
Job You Want!

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Your first day jitters are now behind you. Most colleagues have come by and introduced themselves – smiled, shook your hand, and welcomed you aboard. You even went for lunch with your first-week mentor. Now as the second week is rolling in, you're starting to notice the slight tension between Tom and Sally and the obvious bond between Jim and Patty. You start to wonder...have you made the right allies? Are you a loner?

Along with a new workload, a new job brings new colleagues, new relationships and, of course, new dramas. How do you avoid them and keep yourself out of hot water? Here are eight New Job No-Nos. Steer clear of these faux pas and you should do great!

- 1. Failing to notice the corporate culture.** To succeed in a new role it's an absolute must for you to observe and follow the trends of the corporate culture. No, this doesn't put your individuality in jeopardy, it simply makes your transition that much smoother. Before you share your funny date story, make sure that jokes are warmly welcomed and not frowned upon. You don't want people whispering "Can you believe that guy?" behind your back, now do you? The same goes for the dress code. Make sure you're following the guidelines religiously... for the first while, at least. Remember that great work relationships start with great first impressions.
- 2. Avoiding asking questions.** Though you may feel quite confident in your new role, never avoid asking questions. Not only is it key to your future success, but questions will also start your very first conversations. And come on, who likes a know-it-all? Remember, building great relationships depends a lot on your ability to communicate and interact with your new colleagues. So what are you waiting for? Communicate. Ask a question or two. Find out how things are done at your new company. Don't hesitate, people will be glad to help you out. By asking questions, you will kill two birds with one stone – learn new tricks and connect with colleagues.
- 3. Speaking more than listening.** People love to hear themselves talk. So let them talk! Listening will keep you informed and aware. The more you listen the more you learn. Try to listen very carefully, taking in as much information as possible. Write things down if necessary. If someone tells you where the coffee mugs are, make an effort to remember so you don't have to ask again and make a nuisance of yourself! It's simple. If you want to build great rapport with your colleagues, you've got to listen up! People are drawn to listeners – it's human nature.
- 4. Forgetting to say please and thank you.** A new environment can be quite hectic and unpredictable. You have a lot on your plate, between trying to master the new computer system and organize the hefty paperwork your boss just left on your desk. All this while trying to be as cool, calm and collected as possible. Phew! It's not surprising that instead of saying "thanks" you say "duh" to Sally after she tells you that your password is "password". Pay close attention to the helpful actions of people around you. Without fail, use words like "thank you" and "please" when someone helps you, offers a tip or compliments your work. Failing to do so will leave a negative impression. You certainly don't want to get a reputation as being impolite or ungrateful.
- 5. Underestimating your subordinates.** Treat everyone with respect. This includes your peers, your managers, your reports, the receptionist and even the guy who waters the plants. First, it costs you nothing to be nice. Second, you never know to whom they may be connected! The receptionist may be the daughter of your boss' best friend. Don't take the chance of offending the wrong person. The better you treat people around you, the faster you will adjust to the new team and environment. So come on, leave any haughtiness at the door.
- 6. Avoiding the boss. Know your manager.** They are your best ally. If you want to move up in the company or get a raise, you need to make sure that you are on your boss' radar. You can't achieve that through avoidance. Keep your boss informed and aware. Ask intelligent, well thought out questions. Get in front of them, without stalking them, of course! Don't get caught off guard - be prepared to answer questions about your work progress. Send a weekly email to keep them up to date.
- 7. Trying to be everyone's best friend.** In your first couple of weeks, you will meet a lot of people, some friendly, some less so, and some even more so. Unquestionably, you will form a bond with one or two of your peers, which is terrific, but be careful not to cross the line! Which line? The one that separates your friends from your colleagues. Trying to be everyone's buddy may come across as unprofessional. This doesn't mean you can't have fun at work! Talk to your peers. Tell them about your weekend plans, but steer clear of trying to form a more personal bond. Your colleagues may simply not welcome it.
- 8. Participating in the office gossip.** As long as there are offices, there will likely be office gossip. You do, however, have a choice on whether or not to participate. Don't complain and talk badly about anyone – it will get around and come back to you. Keep your negative views and any "inside scoop" to yourself. If you have an issue or something that needs to be addressed, approach your boss directly. That's what they're there for. Your honesty and maturity will certainly be noted and appreciated.

Avoiding these 8 simple New Job No-Nos will help you create great work relationships and have you on the right path to career success!