

# Starting Your New Job

## Top 10 Mistakes

ReadySet  
**HIRED!**

10 Easy Steps  
to get the  
Job You Want!

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- 1. Being late.** Don't be late on your first day of work. Or your second day. Come to think of it, don't be late for work, ever, if you can help it. Make it a habit to arrive at work on time, or better yet, slightly early.
- 2. Not listening.** During formal orientation or informal conversations, be sure to open your ears and pay attention to what is being said. Effective communication requires both speaking AND listening skills.
- 3. Gossiping.** Whether you're an active participant or a passive observer, gossip is gossip. Being involved in gossip will compromise your trustworthiness, so best to remove yourself altogether.
- 4. Bad mouthing.** Don't vent to your new colleagues about your last job, company or colleagues. You're in a new environment, so focus on the positive and leave the negative behind.
- 5. Not dressing appropriately.** Make sure you dress in a style that's appropriate to your organization. If in doubt, err on the side of being more formal rather than being too casual.
- 6. Not knowing what's expected of you.** Have a discussion with your boss regarding expectations. What are you responsible for? What does success look like in your job? Make sure you understand what you need to do - then do it.
- 7. Not being politically savvy.** You can't avoid office politics. You don't have to be actively involved in the intricacies of it all, but it is in your best interest to be aware of how they operate in your place of work.
- 8. Not being business savvy.** There is a business beyond your job. What is it? It's important to get the bigger picture and understand how your job fits into the greater scheme of things.
- 9. Bringing personal issues into the office.** Leave your personal life at home. Keep your personal communications to a minimum. Focus on what needs to get done at work, so that when you go home, you can focus fully on your personal life.
- 10. Not seeking clarity.** Don't hesitate to ask for help or clarity if you are uncertain about anything. You don't want to act in haste or ignorance, and taking the time to clarify things early on will save you grief in the long run.

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