

Starting a New Job

Pre-reading

Questions:

- Are you looking for a new job?
- When you start a new job, what should you do?



Definitions:

- Impression – what you think about someone or something.
- Dress Code – rules about what you can wear to work.
- Introduce – to tell another person’s name, to get to know.
- Co-workers – the people that work with you.
- Personal – not having to do with your job.



Reading

It is important to make a good impression when you start a new job. Here are some tips:

Dress in the right clothes. Find out if your new job has a dress code. If so, be sure to follow it. Always be neat and clean.

Get to work on time. Employer's like it when employees come to work on time. Make sure you arrive on time or early.

Pay attention to introductions. Your boss may introduce you to co-workers. These co-workers will be important to you. They will answer your questions when the boss is not around.

Ask plenty of questions. You will be told what you need to do for your job. Ask questions if you don't understand. Ask questions if you don't know what to do next.

Do not take too long for lunch. Find out how much time you have for lunch. Always be back from lunch on time.

Do not make personal telephone calls. Never make personal phone calls to friends and family unless it is an emergency.

Never be the first one to leave. Watch your co-workers. Leave with them or leave after them.

