

By PHIL STRAZZULLA

EVERYONE knows that first impressions are important. This is especially true at a new job where you're meeting so many people for the first time, and most important of all, your new boss.

1 Don't get in the way

New employees tend to be so overwhelmed that they ask too many questions of their boss and don't understand when they're starting to be a drain on team productivity.

You need to be clear about what you need to accomplish. But, if a question can be answered by a Google search, you shouldn't bug your boss or other teammates about it.

Here's a good rule of thumb, if you can't solve a problem in five minutes of searching for an answer, it's a good idea to ask a colleague. Otherwise, they'll start to think you value your own time way more than theirs.

2 Don't let stress get to you

You're going to screw up many times in the next few weeks and months. It may be something as small as jamming the printer, or as large as getting the numbers wrong in a client analysis. Whatever it is, don't stress! The printer is jammed – don't get frustrated, get help.

Screw up the analysis – it happens. But, if stress starts to dominate your work persona, you'll continue to make mistakes and hurt your relationship with co-workers (no one likes sources of stress in the office).

3 Show you can learn

Again, you're going to screw up. Bad luck or a moment of aloofness will eventually catch up to you.

The important thing is to learn what happened, admit responsibility, and learn from

this mistake. Showing your boss that you learned will go a long way in establishing trust, and building your skills.

4 Stay mission-driven

Your team has clear goals that your boss and colleagues are focused on. Whether it's a sales goal, a new product that needs to be launched, or improving another aspect of your company's position, you need to be very cognisant of the goals and your role in helping achieve them. Make it clear that you're putting these goals in front of your

own desire to be promoted, or learn new skills.

5 Be creative

Many of your colleagues, especially ones who have been in the organisation for a while, will be doing their jobs, and probably doing them well. As a new employee, you have a unique perspective as to what improvements could be made to the team's work.

And, you may even have a very different background than many of your colleagues from your education, or just by being a

younger person.

Don't get carried away with overhauling how the company runs in the first few weeks. But, be on the lookout for ways to improve processes. Bring up your ideas in a casual setting, and if your boss is interested, ask for a time when you can layout a thoughtful plan that would have meaningful impact on the business. – www.careerealism.com

Making an impression

