



Experienced professionals

1 Prepare a good personal introduction

Consider:

- The responsibilities you had in your previous role
- Your key achievements - projects you helped deliver, savings/profit made, changes implemented
- What you've been brought in to do

Notes:

2 Revisit what the company does and the market it operates in

Consider:

- Reading the company website, 'About Us' pages and news
- Following company activity on social media to get a sense of relevant topics

Tip:

You'll be expected to have read the company website and news to get a better understanding of how the company works and its products or services.

Notes:

3 Prepare for your first meeting with your manager

Consider:

- What your manager's immediate expectations of you will be
- What else is expected of you that you'll need to be more proactive about e.g.: getting to know people, socialising, completing an audit of what is or isn't working
- How your manager would like to be updated and communicate with you

Tips:

- When would you be expected to complete certain tasks by?
- Some managers like to be updated every day, or just at one-to-one meetings, find out what your manager prefers
- Make a list of your immediate responsibilities and prioritise the list

Notes:

4 Plan questions to ask your colleagues

Questions to consider:

- What are your responsibilities?
- What key projects are you working on?
- What's working well?
- What are some of the challenges you face?
- What should we start doing as a company?

Tips:

- Identify key projects – your work may crossover with them at some point
- Note what is working well and what you can learn from this or build on

Notes:

5 Get organised and confirm key aspects with your employer

Consider:

- Where, when and who to report to on your first day

Tips:

- Have your ID, Personal Public Service number, and paperwork ready
- Research the journey to your new place of work and start your commute early
- Prepare an outfit that is suitable for the company culture but you are also comfortable in

Notes: