



**Count on us for service and results**

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## **Starting a new job**

Starting a new job is an opportunity for reinvention. People do not know you. Creating a positive perception is easier than changing a negative one. Be on time, have a positive attitude, get involved and even dress for the job you want next, without overdoing it. Your employer will be making a judgement about your potential from day one.

Be polite but not passive. Often, new staff can be reluctant to tackle a manager on an undelivered promise. Do not make this mistake. If you were promised training or equipment for example, then follow this up. Be pleasant, but do not set yourself up for failure because you are lacking the knowledge or tools to do your job.

Pay attention in the first few weeks. Make notes about even simple things. Ask questions and seek help if you need it. No-one should mind being asked questions but avoid asking a question repeatedly as this is irritating. Remembering someone makes that person feel important and they will remember you.

A happy boss makes for a far happier work life. Pay attention to your manager's routine to learn their stresses, their communication style and establish whether they are a "morning" person (that you know the best time to approach them).

Be slow to judge. That seemingly rude person could just be shy while that sweet, helpful person could be the office "toxic" looking for new recruits. Avoid cliques, sharing confidences, commenting on co-workers or adopting a lunch group when you are new.

Take your time to get to know people. If there are after-hours drinks, go along and try to make connections outside your immediate team. Many people are able to help you to do your job.

It is easy to get frustrated by your dependence on others in a new job so you need to be patient with yourself. Research shows that it can take months for an organisation to get a return on its investment from a new hire, but this will vary from job to job.

Make sure you communicate with your line manager to ensure that you are performing the role correctly as, once you are, you will gain more confidence which will then generate positive results.

If you are a manager then you may have been hired to bring in new ideas and set a fresh direction and that should re-energise your team. However, find out what has worked so far and what has not and involve your new team in the reasons behind any change and involve them in planning for change.

If you start to make changes without consultation or support from those around you, you are setting yourself up to fail. A boss sets the strategy but everyone else must then execute that strategy. You do not want saboteurs and naysayers around you. Remember, a happy team generates positive results.

Remember that your consultant will contact you once you have started your new job. So, if you have any queries or problems please tell your consultant, allowing things to be sorted out swiftly.

## **The Company**

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