



BOSCH

Impress Your New Employer!



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During your first few weeks on the job, your boss and colleagues form the most lasting impressions about you. As long as you show intelligence, versatility and a willingness to work and learn, people will be happy to have you aboard and rooting for your success.

1. **Get Some Rest** – Get a good night's sleep before your first day so you will be at your best.
2. **Study** – Collect back issues of the company's newsletters, annual reports and press clippings. Also check out the competitors' literature to get a handle on the big picture. Do this research at home.
3. **Work Full Days** – Know where and when you need to report to work. Get there 30 minutes early and leave when or after most of your coworkers do. Do not be the first one out the door, this may give the impression that you are not dedicated or interested in the position.
4. **Be Positive** – Look and act as if you are happy to be joining the team, hopefully you are and this will not take much effort!
5. **Look Good** – All eyes will be on you, so pay attention to your grooming. Dress professionally even slightly above the dress code.
6. **Check Your Interview Notes** – Recall the names and titles of everyone you met and interviewed with so you will be able to greet them and pronounce their names correctly.
7. **Keep a Journal** – Create a document or note book with procedures, processes, names of key people and contact numbers. You will look detailed and organized.
8. **Be a Team Player** – Do not engage in gossip. Always make your boss look good and share credit with your workmates.
9. **Show Appreciation** – Be kind to people who help you learn the ropes and fill you in with needed company information.
10. **When to Listen vs. When to Talk** – Listen 80% of the time and talk 20% of the time. Resist offering opinions or assessments, this could create trouble. You will get more respect from your new coworkers by listening and absorbing what your coworkers have to teach rather than showing off how much you know. You will have the opportunity to share your knowledge and ideas soon.
11. **Get to Know Your Boss** – Observe your boss's personality and work style. Tailor your interactions to his or her preferences.
12. **Clarify Expectations** – Make sure you, your boss and other team members are on the same page. What priorities and issues need to be immediately addressed? How often and in what format should you provide project updates? How will your performance be evaluated?
13. **Connect with Colleagues** – Get to know as many people as you can especially those in your group or who you will work regularly with.
14. **Uncover Hidden Agendas** – Identify any political forces at work. While you want to avoid getting involved, it is helpful to be aware.
15. **Be Flexible** – Expect and embrace challenges, a flexible attitude will keep stress levels down for all.
16. **Take Initiative** – As you finish projects ask for more. If you desire more challenging projects, discuss this with your boss.
17. **Do Not Make Major Changes** – Even if you were told that the company is looking for fresh new ideas, proceed with caution. Show respect for those who have invested energy in a project before trying to change it. You may not be aware of all obstacles.