

# 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.

