



Guide to Starting Your *New Job*

You got the job! Congratulations, and we hope you're feeling excited, and looking forward to the next chapter in your career! There can be a lot to think about when starting a new role, so here's our guide to making sure you've got everything you need, and you're ready to jump in.

The Next *Steps*

Once you've resigned:

- Agree your leaving date and handover with your line manager and HR team, as well as anyone who is replacing you - not forgetting your peer group who may be supporting a new team member on board as they take on your position
- Give notice on any subscriptions or schemes, such as gym membership/childcare vouchers, and make sure you have the details of any pension arrangements you've had in place
- End any travel and parking arrangements such as car share schemes or season tickets, if they're no longer needed

The week before:

- Get in touch with your new line manager or HR team, and make sure you have a copy of your induction plan
- Clarify the arrangements for the first day/week and finalise your travel plans to ensure you're not delayed arriving on the first day!
- Be clear on the dress code, and any specific equipment or clothing you should bring with you
- Re-read the job description and company website, along with any materials that were provided as part of the interview process
- Check for access to the site/office and if there's a security protocol you should follow
- Follow up on any information or documents you've been asked to supply, such as right-to-work documents or bank details - important for your first pay day!

On the day – you got this!

- Manage your nerves – first-day nerves are perfectly normal, and your new employer will do their best to help you relax and feel comfortable
- Ask lots of questions, and prioritise the information you need
- Be prepared to feel tired at the end of the first few days as you settle in
- Remember as many names as you can, but don't worry if you forget
- Ask for a buddy or mentor if one isn't offered

We're Experts

on helping people not only find their ideal next role but supporting them, and their new employer to make a successful, long-term partnership.

If we can help you, or someone you know, **get in touch with us today**

 01206 616 656

 hello@we-talent.co.uk

[we-talent.co.uk](https://www.we-talent.co.uk)

