



Understanding workplace culture

Be your
(best) self

- Your employer has hired you because they think you are the right person for the job, so you need to continue to make a good impression.
- Remember to maintain the same level of professionalism you showed at your interview every day at work.

Don't assume

- Every workplace is different and what is acceptable in one organisation (e.g. dressing casually on Fridays) may not be accepted elsewhere.
- Follow the standards set by your organisation, your boss and senior co-workers.

It's okay to ask
questions

- Show initiative by asking questions whenever you need to. Your boss and your colleagues will generally be happy to help you.
- Clarify your understanding by asking follow-up questions if you need to.
- Don't keep asking the same questions.



Manage yourself

- Make sure you have everything you need to do your job, such as your name badge, tools or other equipment.
- If you don't come to work prepared, you'll find it difficult to learn how to do your job properly.

Learn from mistakes

- As a new starter, your boss will usually understand (and forgive) a few early mistakes.
- Try not to repeat the same mistakes. Work out what you did wrong and how you can prevent it occurring again.

Be informed

- Know your rights and responsibilities at work.
- Learn about your pay and conditions and ask questions if there are things you don't understand.
- Understand workplace policies and procedures in relation to bullying and harassment and staying safe at work.

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