



# New Employee *Success Tips!*

## **Communication is key**

*Inform your supervisor of how you're progressing and ask for regular feedback on your performance. If any assignments are unclear, ask for clarification instead of proceeding in the wrong direction because you are fearful of looking foolish.*

## **Be a dependable employee!**

*Timeliness, productivity, self-motivated, detail oriented ~ these are key components of being a dependable employee. Keep your promises & follow through. This lets your supervisor know your job is important to you, and builds trust.*

## **Establish your priorities**

*Without a goal, it is easy to get lost. Discuss the expectations for you with your supervisor so that you understand where your efforts should be placed. Increase your chances of success by 50% -- simply set goals.*

## **Be a team player**

*Learn the art of tact when working on a team, which includes being receptive to others' input & knowing when to compromise.*

## **Be assertive, self-confident & visible**

*Remember the 3 "E"s":*

*Enthusiasm | Energy | Excellence*

## **Master your tasks** and do more than is

*expected. Remember, you are new. Ask questions. Learn all there is to learn. Avoid "it's not my job" thinking.*

## **Show up early**

*By planning on being early, it will be hard to be late. You'll arrive and have a chance to settle in before your boss arrives. Organize your day and be more productive!*

## **Ask for help**

*You have an Employee Assistance Program (EAP) available to you to help you adapt to your new job. You might not want to talk to a co-worker about what you are going through and the EAP Counseling could be just the release you need to see your options. Going beyond work issues, there are also other situations that are covered.*

**Work Stress**  
**Loss of a Loved One**  
**Financial/Legal Stress**

**Relationships**  
**Addictions**  
**Emotional Turmoil**

**Chronic Illness**  
**Teen Issues**  
**Divorce/Separation**

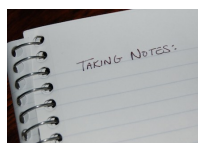
*Here for you as life happens ...*

**Your EAP is here to help with family, work, health and legal issues.  
Available 24/7, provided at no cost and 100% confidential.  
Contact Alliance Work Partners: 1-800-343-3822. TDD 800-448-1823.**



# New Employee Success Tips

## Take some notes



*You'll be meeting a bunch of new people. Keeping all their names straight is easy if you take a minute to jot down their information and something of interest. Review the names at the end of the day and you'll impress them the next.*

## Start a conversation



*If you are new, it is a great opener for questions. Use your situation to ask about what is available and to get to know your peers. You are new and it is expected that you should have questions.*

## Keep your options open



*It's easy to jump into work relationships with the first person that is nice to you. Until you have a grasp of the politics, keep an open mind and try to form relationships with everyone. It could be better for your career.*

## Start each workday with a clean workspace



*Some workers seem to thrive on the chaos of a messy area, while others experience confusion, delay & frustration trying to work in a cluttered workspace. Decrease your stress and increase productivity ~ streamline and keep your work area tidy year-round.*

*Here for you as life happens ...*

## Pack a snack



*With a busy schedule, making healthy food choices can be a challenge. If you have a tasty healthy snack available, the trip to the vending machine can be skipped. When you go to the store, pick up some dried fruit, seeds, and nuts to provide a good source of nutrients.*

## Bring the water



*It should not be a surprise that water is vital. By selecting water, you are skipping the sugary or caffeinated drinks that play with your blood sugar and energy levels. Being properly hydrated will help your mood.*

## Be active



*You are going to have stress and movement is a great way to help the body release the frustration. From dancing to yoga, there are many options and it is good to do a variety of things.*

## Stick to a bedtime routine



*Sleep is vital and a good night's rest comes from a little planning. Do yourself a favor by setting a time to go to bed and ease yourself into it. Getting up and being ready for the day starts the day before.*

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