



SPECIALIZING IN SKILLED TRADES RECRUITMENT

B & M First Day Tips

Plan how to get to work and be on time

Employers expect you to be reliable and punctual. If you have trouble getting going in the morning, get things like your lunch and clothes ready the night before.

Learn about the rules and regulations of the company and stick to them

Most companies will have policies in relation to things like workplace health and safety, breaks, sending and receiving emails, using the internet, looking after company property, and taking and making personal phone calls.

Find out about the job

Learn about your work environment, the equipment and resources available to you.

Ask for help

If there's anything you're not sure about or need help with, ask. It's best to get it right and your employer would expect you to ask.

Remember you're learning

Accept and use feedback and criticism to improve your performance and progress your career. In fact, you should ask for feedback regularly.

Be part of the team

You're part of a team so respect, support, get to know and learn from your colleagues. One of the main reasons people don't succeed in jobs is because they don't fit in.

Be flexible and work within the culture of your company

Observe the people who are most effective in the workplace and try to work out why. You can then use some of their strategies for getting things done.

Always keep your supervisor up to date

Let them know what you're doing so they can help you and identify any issues you might not have thought of. If you can't make it to work for some reason, let them know as soon as possible.

Plan your work schedule

If you can, spend some time at the end of each day planning and prioritizing your work for the next day. That way you are less likely to miss anything and you get the most important things done.