



*Tips for surviving
the first 3 months in
your new job!*

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Congratulations on being offered your new position!

Starting a new role with a new employer is very exciting but it can also be very daunting so here are some tips to help you settle into the position and to guide you through the first 3 months...

1

Job Description

- › Your new employer should give you a full job description. This outlines the duties and responsibilities of your new position. It is also helpful if it includes the frequency and the importance of the duties to help you prioritise your work load.
- › The job description may also include performance measurement criteria such as KPI's (Key Performance Indicators), KRAs (Key Result Areas) or the company's own internal system. If you are unsure of the meaning of any of the terms used don't hesitate to ask your new employer to explain them to you.

2

Induction

- › Most employers will give you an induction on your first day. This should include details of the company's values and behaviours, OHS procedures, hours of work, meal breaks, dress code and general operational procedures.
- › Your new employer should introduce you to other team members and briefly explain their position and their role within the organisation.

3

Work Performance and Progress During Your Probationary Period

- › Your new employer will probably want to meet with you on a regular basis during the first 3 months to discuss your performance and progress. This may be on a structured and formal basis or may be more informal by way of regular chats.
- › These discussions will usually be based on your competency at undertaking specific tasks within the job description and your ongoing development in these areas.
- › It is important that both you and your employer have a common understanding of how well suited you are to the position and the progress you are making.

Take these opportunities to discuss any problems or difficulties you may be experiencing and also to highlight the areas you are enjoying the most.

- › Your employer may document these discussions to keep track of your progress.



Remember!

It is important that if you have any concerns or questions regarding your role, its duties or responsibilities that you discuss these with your new employer.

Ask your new employer for feedback about your performance during your probationary period to ensure that you are meeting their expectations and they are satisfied with your progress.



Don't hesitate to call your consultant at Exact Recruitment for advice on any matters you are unsure of or to discuss any concerns you may have. We will be in touch with you and your new employer regularly during the first 3 months to ensure that everything is going smoothly and you are happy in your new position.

Good luck in your new role! We hope you find it exciting and challenging and that you enjoy a long and happy career with your new employer!

For more information about
settling into your new workplace
call your Exact consultant today.

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