



Making a Great First Impression

Have you ever walked in a room and you can feel people staring at you trying to gauge a reading on whom you are? Well, you can't control people's initial thoughts (maybe they didn't like your tie or shoes) but you can control what they think of you over time. Making a great first impression doesn't necessarily mean making people love you within a 5-second period. Instead it happens over time so that people can get a better understanding of your work ethic and people skills.

Rise and Shine

Hopefully you arrived to work on time and had plenty of coffee, the last thing you want is for you to be sluggish with low energy and have a "grumpy" attitude. You might want to get there a few minutes early in case you are not familiar with the layout of the building. You don't want to have to ask the janitor where room 202 is and make you arrive late.

Recap: Get there a few minutes early if at all possible, ensure you had a good night sleep beforehand and drink plenty of coffee.

Dress to Impress

Before you do walk out your door to your new and exciting **job**, you should wear your best suit or dress (if appropriate). Dressing well is very important because no person will make a business deal with a person in sweats and a T-shirt with a ketchup stain on it. You might not look like a bum in a dress shirt and pants but wear something that will make you feel confident. If you can, buy some new clothes. Depending on what type of job you have, a more casual look might suffice. Either way, make sure to dress as professional as possible.

If you don't know how to dress yourself, comb your hair, and shave your face then how did you get this job in the first place?

Recap: Find attire that best represents you and the company you are working for. (Fine grooming is always a must.)

"Pleased to meet you, I'm...."

When you are hired for your **new position**, make sure you make eye contact with everyone you meet, shake their hand and introduce yourself with a smile. Tell them it's nice to meet them and that you will enjoy working with them. Perhaps you see something on their desk that catches your eye,



make a little chit-chat and then move on. It is your first day so you don't want to spend too much time with one person. Think of your first day like a party and mingle around the room, let everyone know you are there.

Recap: Give everyone a taste of who you are with a bright smile with some small talk and a firm handshake.

Just Be You

You might be nervous on your first day, remember to be yourself and don't put on a "show" because you feel the need to fit in so badly. If you are yourself and are truthful to your co-workers then you should be fine. People can generally sense when a person they are speaking with is being phony and putting on a performance to get in their good graces, so do not be this person.

Recap: Just be YOU and do NOT put on a show like a show dog.

Last But Not Least....

...do your job well. The first day might be more like a meet and greet at first but eventually you will have to get some work done. Do your work, ask questions when needed, remain confident, and you will do a great job. Once a couple weeks pass, or even a few days, you will become just "one of the gang."