



Settling Into a New Team

Seek a Mentor



As a new employee, having guidance during your early stages can be a great help when settling into your new position. This guidance can be in the form of a mentor.

Ask questions, make use of their knowledge, and offer experience you may have acquired from your previous position. Building a relationship with your mentor will help you get a grasp of the working conditions, company culture and values.

Your mentor's experience and expertise will help you settle in and integrate with your new team. They will be there to help with any worries or queries you may have; so make sure you maintain strong communication.

Get Involved



A great way you can settle in quickly is by integrating yourself with your new team.

As your new colleagues are likely to make you feel comfortable and welcome when you first arrive, by going out of your way to integrate with your new team will show them that you're a team player as well as a personable individual. Your colleagues may set up some social events to help you become familiar with your new faces - attend them.

Some work places have various relaxation areas for their staff, this is a great chance for you to get-to-know your new colleagues. By getting involved, you'll find out more about the different personalities in your office; and who knows, you may have a lot in common!

Build Relationships



Relationship building is not just an essential part of your new beginnings in a position, but also in the long term.

Once you identify the colleagues you'll be working with closely, get to know them. Ask them lots of questions and find out what their working style is. As you'll be working directly with them, find out what their hobbies and interests are. Finding something in common will help build a strong relationship from the get-go.

Being personable is also important. Once your colleagues see you are approachable, they will come over and introduce themselves to you. Ensure you build strong relationships with all the people who will help you to do your job well; not just your immediate team but also the rest of the workforce.

Provide Suggestions



Getting used to a new workplace or way of working can take some time; especially if you've had a routine for so long.

If you're having trouble settling in, try to avoid comparisons to your previous work setup. Instead, try and bring some suggestions to the table. Adapt to your current team's way of doing things and if you're really struggling, speak to your supervisor to see what changes can be made to help.

Embracing the change and company ethos can help you adjust in the long-run. This could be embracing the communication system or how meetings are conducted and the work schedule. Being flexible and able to adapt quickly will ensure that you are able to produce the top-quality work you're capable of!

Dress To Impress



Depending on your working environment, your attire still plays a key role in making a solid impression.

Your employer will let you know what the dress code before you begin your new role. It's likely you'll be taking pictures for your ID, the website or as part of your introduction across social media platforms.

When working remotely, you'll most likely be introduced to your new colleagues via video communication. Make sure you're well prepared. Try to avoid attire that comes across as informal or inappropriate. Whether it's formal or smart-casual, be sure to look the part!

Take Notes



During your first few weeks, you're likely to be given a lot of information to digest. Remembering it all will be difficult; so it's a good idea to take notes.

You'll be given information about the business and there's a possibility you'll be given a welcome pack. You'll also have to remember the names of your colleagues and information about new systems. You'll be processing so much at the beginning so recording essential pieces of information will help you settle down.

You can record this information in your calendar, in project management tools, or the traditional way - notepad and pen.