

Seven Deadly Mistakes to Avoid For New Employees

You deserve a good pat on the back for landing a new job! If you think that was the hard part, well better think again. Remember that you are the new employee in the company so your first few weeks on the job are important. This is a make or break kind of scenario for you since this is your future you are working on. So how do you take on your new environment? For starters, you must know how to behave appropriately in your working place - professionally and personally as well. You must avoid these seven mistakes if you want your future to be secured.

1. Disregarding the office way of life

This is actuality getting into the culture of the working environment. Since you are new, try to be observant about everything that goes in the work place. Observe how your co-workers dress up- are they into the casual shirts and jeans, semi- formal or other wise? Do they wear dress shoes or sneakers? How do they communicate about work – thru emails, phones or person to person talks? You should not ignore how things are done in the office; instead try to fit into the situation. It may help if you come in at least thirty minutes before the official time of work and stay behind a bit later than the ending of office hours. Then you can have a pretty good idea and you can easily observe their manners and behaviors.

2. Arrogance

As a newly hired employee don't show any untoward arrogance. Don't be misled by the notion that you were hired because you have all the answers to make the company succeed. Remember to be patient and instead try to first observe, listen and learn. You must study how things are done in the office and if you fully understand the working process, then you can make your move, but do so in a professional manner.

3. Shyness and Timidity

This is the opposite of arrogance and you should avoid this as well. You must try to overcome your shyness and try to make friends with your officemates. Try to initiate casual conversations and try to learn from these talks as well. This is also a good way to learn about office ways and this would help you establish more friendly ties with them.

4. Not clarifying what is expected from you

As a new employee you must know what is expected from you. If you are unclear about the exact work that you should do, better meet with your boss and clear out your responsibilities and how the results would affect your future. Try to discuss the priorities and how you are supposed to do updates. You may also discuss how your

performance would be determined by your boss so you would know if you are doing things right.

5. Refusing to admit mistakes

As a newly hired you may make mistakes along the way. That is normal, everybody makes mistakes, and even your superiors did when they were new like you. If you do make mistakes, don't refuse to own up to them. It is better to admit the mistake, try to learn from it, try to fix it and then move on.

6. Rocking the boat

Don't rock the boat, so to speak without first learning and understanding how and why things are done in the office. Try to really observe and learn first about procedures and methods before making your recommendations. Try to keep an open mind when you propose implementations or changes, and remember to have good reasons why you are making those changes.

7. Not asking for feedback

You don't really have to wait for the six months trial period of your job. Why not take the initiative to request your boss for a short meeting after a month you have been on the job? This is a good way to inform your boss what you are doing, the results you have made and how you were able to fix some obstacles along the way. Try to discuss these things and your boss would surely have some positive inputs about your work.

You have to remember that you are new to the workplace. You are the new guy and nobody knows anything about you on your first day. It is not easy and you just have to always be on the alert of how you are going to make it through. Avoiding these seven mistakes is a good start. Try to focus on your goal of doing good and being successful in what you do. Try to make a good impression and be sure to make it a lasting one.