

POST-HIRE TIPS

PA CareerLink Pittsburgh/Allegheny County offers additional help and resources for the transition to your new position. Please see our workshop schedule or contact a staff member for more information.

Be prepared for your first day. You only have one chance to make a first impression:

- Go to bed early so that you are fully rested for your first day. Allow yourself extra time before work so that you are not rushed, and eat breakfast so that you are efficiently energized.
- Dress appropriately. Pay attention to the work environment during the interview, so that you know what kind of attire is expected. If in doubt, research the dress code for your position; it is better to be slightly overdressed than to be underdressed.
- Bring identification and any other required documents (photo ID or driver's license, social security card)
- Arrive early and be ready to work both physically and mentally.
- Make sure you know exactly where you are going and who to contact.
- Be positive! Be cheerful and upbeat; show your new employer that you are happy to be a part of the team.
- Ask lots of questions.

As days go by, it is important to keep the attitude you had on your first day of work.

- Maintain appropriate presence in dress and hygiene, and always express a positive attitude.
- Be willing to communicate openly with supervisors and co-workers.
- Show initiative! Learning new technology and being receptive to new ideas is a necessity.
- Know and adhere to company policies and procedures.
- Be flexible. Employers love employees who can do a variety of tasks and are able to encounter problems and change, as need be.
- Respect your employer. Honesty is very important, as is a good work ethic.
- Always be ready to work. Come to work on time – everyday. Being late will give your employer the impression that you are not very serious about your job.
- Be open to new ideas and technology. The workplace is always changing, so be ready for the opportunity to change and any obstacles that come along with the change.

Quick Tips

- Be fully rested
- Dress appropriately
- Arrive ready to work
- Be positive
- Ask lots of questions
- Openly communicate
- Show initiative
- Have respect
- Be open to new ideas

Pennsylvania
CareerLink
PITTSBURGH/ALLEGHENY COUNTY

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Be an employee who is willing, can do, and wants to do the job.

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request. Requesting accommodations in advance helps to ensure that reasonable accommodations are available at the time service is provided. Phone 866-317-5627; TTY 877-5621; www.careerlinkpittsburgh.com, click on "Reasonable Accommodations"