



Getting through your probation period



Always arrive at work 15 minutes before start time. To achieve this, have your work clothes clean and ready to wear the night before work. Set your clock earlier than necessary. This gives you time to deal with anything that goes wrong in the morning.



Try not miss a day of work during your probation period.

Each day at a new job is an opportunity to learn and to prove yourself. Missing work tells the employer that you are unreliable. Try to work even when you are sick. Tell your boss that you are unwell, and ask if they want you to stay. If you can't avoid being off, call the minute you know you will miss work. Bring a note from your doctor, and give it to your boss.



Do not take breaks too often or for too long. Your supervisors and co-workers should be able to find you when they need you. Taking too many breaks makes you look lazy.



Take the time to dress for your job. If you arrive at work looking messy or too casual, your boss will think that you are careless. If you wear a uniform, make sure it is clean and wrinkle-free at work. Read and follow the company dress policy.



Work like you already have the job. Employers like to see their employees fitting in and doing well. You want them to see you as a solid, reliable worker. Try to get your tasks done on time and only making promises about things that you know you can do.



Get to know the job as quickly as you can. It's up to you to learn what your employer expects and give them exactly what they want. If there is anything that you don't understand, don't be frightened to ask. Once you have learned the job, make a good impression by being reliable on your own or in a group. If you can do both, it shows your employer that you are flexible and ready to grow into the job.



Get to know the company. What products do they make? What services do they offer? During your research, ask some questions whenever possible because it shows interest and enthusiasm. Don't ask personal questions (i.e. "How much money do you make, boss?") though as this may annoy them. It's also a good idea to get to know company policies that affect you too. As an employee, this includes things like dress codes, break schedules, and any other important rules of office life.



Get along with the boss. The boss is the most important person you can have at a new job. They will decide your future. Aim for a friendly and professional relationship with your boss. Always say hello and give your full attention whenever they speak to you. It is also important to ask questions about any job issue that is confusing, especially if it's an instruction that your boss has given you.



Bond with co-workers. Bonding with your co-workers starts with being friendly, supportive and listening to them. If a co-worker asks you for assistance, be helpful. If you make a mistake or need help of your own, listen to their advice and value their help. That said, if you do feel that someone is holding you back, being unhelpful, or just doesn't like you, stay polite and focus your time on those who you do get on with. If you get invites for social things outside of work, don't be shy about spending some social time with co-workers. You'll be thanking them if they make the effort to put in a good word for you when your probation period is almost up.



Don't give them any reason to fire you. Showing up late, taking long breaks and being a nuisance are only going to make you unpopular. Protect yourself by staying positive and being professional.