

# FIRST YEAR ON THE JOB

## The dos and don'ts

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Full-time jobs can be a challenging prospect, especially when you are in your first year of employment. While struggles are expected in this early stage, being careful about a few essential elements will help you navigate your new job much better. Here are some key do's and don'ts to keep in mind when tackling your first year on the job.

### Don't be afraid to ask questions

As a new employee, you might be confused about many things and not understand the work jargon used in your office space. In these instances, asking questions to clarify your confusion is expected and recommended. For example, if you do not understand a work assigned to you, you should ask questions to understand everything you need to do about it thoroughly. According to Mahin Abrar Rahman, analyst of a world-leading finance accounting service company, "Asking questions to understand your work better would help you deliver better and would create a better impression for you." If the work quality of deliverables is compromised because they are misunderstood, it will result in a worse impression. Therefore, it is recommended to ask questions whenever required.

### Take re-confirmations

Suppose you are assigned a task,

the details of which you cannot remember too well because your boss rushed through the instructions. The confusion leads you to not have a solid understanding of the task or the deadline. In such cases, you may reconfirm the task by repeating the details or communicating a specific deadline. This helps to avoid any form of miscommunication or work discrepancy as well. "For technical forms of work that need the tiniest details to be accurate, it is crucial to always be on the same page," shares Sanzida Sayedul Surma, a specialist engineer of a local telecommunication service provider.

### Take part in social activities

Social activities are integral to office cultures, whether it is a Thursday night office hangout or a fun activity on a weekday evening. They help create synergy between colleagues and more importantly, bind everyone together to navigate challenges. For a newcomer to feel comfortable in an office, these social activities can act as the perfect ice-breaker and break the inertia of work discomfort. A senior HR personnel of a leading financial institution shares, "We often design monthly or yearly activities such as sports competition and diet challenges to bring everyone closer together so that they can work in better synergy."

### Do not undermine yourself

As a new employee, it is only natural that one would not be aware of many things, such as specific work cultures or acronyms used in formal documentation. Moreover, every workplace tends to be more unique than others and often knowledge from a university degree may not be able to cover this insight because they are office-specific. As such, there is no need for new employees to feel like they are incapable of doing well or that they are not necessary. Sanzida Sayedul Surma adds that voicing your opinions and believing you are essential in your work can significantly improve your work experience and productivity.

### Find a mentor

It is best to take advantage of any formal or organised mentoring programs your company may have. If not, you should seek a mentor who can aid in your integration into the company and assist you in determining your future path. An ideal mentor should be someone with a strong reputation inside the company or industry - who you appreciate and who is willing to help you voluntarily. Mahin Abrar Rahman shares his insights, "When I found a senior colleague willing to be my mentor, my work experience changed rapidly." According to him, a mention should share

the sense of support and security that you require. Having a mentor also allows one to enhance work productivity. Moreover, the mentor should also share their insights with the mentee, which will in turn enable the mentee to make more informed decisions in the future.

### Have realistic expectations

Your expectation needs to align with reality in terms of your workload, salary and work culture. If your expectations are unrealistic, you will constantly feel underwhelmed at work, which will harm your work experience altogether. For instance, if you wish to get holiday bonuses that are not a part of the contract letter, or if you want to be given less workload than your job agreement, these expectations will not be accommodated. The senior HR personnel of a leading financial institution adds that often first-year employees, when taking up a task, say yes without thinking enough. They end up being stressed or burned out in the middle of the ongoing tasks and projects simply because they envisioned a different level of difficulty. As such, in your first year on the job, it is recommended to have realistic expectations and make commitments accordingly. Aiming too high or too low will set you back in the long run.



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