



OFF THE TOP OF MY HEAD!

ExecuCoach360 Newsletter

“Finding Your Direction is Only the Beginning”

“First Impressions and Making Them Last”

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Just recently I was chit chatting with a close colleague of mine, when the conversation drifted from everyday topics to a new employee her firm had just hired. The new hire was employed at the firm as an administrative assistant to the CFO. Our conversation quickly veered down a path that made me feel uncomfortable as my colleague began “gossiping” about this individual who had only been there for a week. As I was trying to filter out the gossip; I quickly realized that the new employee had obviously made a bad first impression. Hence my topic for this month; the importance of making a good first impression as a new hire.

We’ve all been there. The first day on the job for a new hire is made up of emotional highs and lows. We are excited as well as nervous and the fear of the unknown alone is overwhelming. It’s like attending school for the first day. We want to be liked and accepted. Keep in mind that within the first 5 to 10 seconds others will form their first impression of you, and as a new hire you are being closely observed. Therefore it is up to you to project a strong and confident first impression.

Listed below are some common mistakes new hires make and a few tips on how to avoid making them.

1. Setting yourself up for failure – Having unclear expectations and not knowing what your responsibilities are is the biggest mistake a new hire can make. Discuss with your manager what is expected of you and how your success will be measured and evaluated.

2. Study the Culture – Take some time to research the organization. Do your homework! Understand the corporate culture. Often new hires fail to recognize the culture and this gets them in trouble. For example, how do they socialize? If so how much time is spent. How do they dress? Who prefers emails and who prefers face-to-face. How do they end the day and where do they take coffee and lunch breaks.

3. Step out of your comfort zone – It is challenging to adapt to new ways of doing business. New hires need to listen and learn. Jumping in right away can backfire and you may step on a few toes. Taking time to understand the company and how things operate is a solid plan. Display a learning attitude.

4. Build relationships – Have informal conversations with others to learn what they do. Being interested and engaged will establish you as an “interested” team player and can raise helping hands in time of need.

10 Tips to make a good first impression:

- Act like it is not a “first impression” (you will be more at ease)
- Appearance matters! Dress to influence
- Body language
- Be attentive, courteous, positive and calm
- Focus on others
- Be punctual
- Solid self introduction and speak slowly
- Listen attentively
- Confident hand shake
- Positive self introduction

Remember that it takes 5 to 10 seconds to make a first impression!

Thought Provoking Question:

When was the last time you told someone HONESTLY how you felt regardless of how difficult it was for you to say? What did you have to tell the person?

Quote of the Month

“I don’t like that man. I must get to know him better.”

Abraham Lincoln

Did you know?

That this newsletter has 613 words and should take 5 minutes or less to read!
A small price for knowledge!
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