

Learn the company rules first

“Don’t negotiate a higher salary until you have had the opportunity to demonstrate your worth”

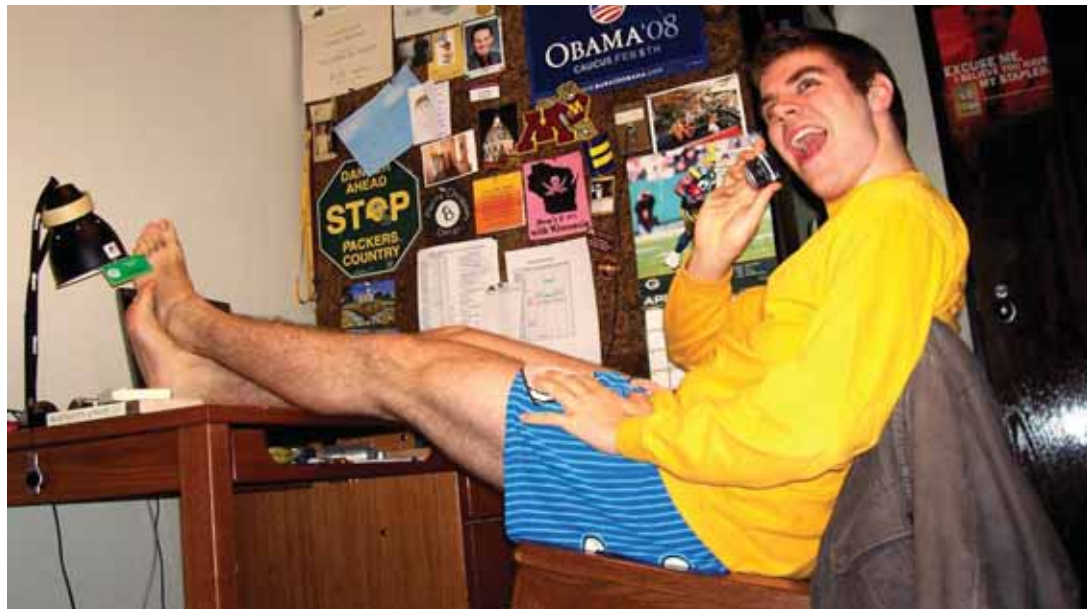
It’s a safe option to assume that professional dress, conversation and behavior is the accepted norm at your new workplace until you are sure of which protocols are relaxed. Remember, just because Suzy from accounting is bad mouthing the boss or wearing clothes that are better suited to a skinny teenager, there is no reason to believe that her behavior is the accepted norm. It’s quite possible that Suzy is on her last warning or that her uncle owns the company.

Be honest about your abilities and limitations. If you are straightforward about what you can and can’t do, you will be hired by employers prepared to develop your weak areas. If you fudge your abilities you may be expected to

perform tasks at a level you cannot. In this situation, the employer will be dissatisfied with your performance and might sack you for dishonesty or because you do not fulfill the employer’s current needs.

Rather than attempting to negotiate a higher salary at the interview, restrain yourself for a few months until you have had the opportunity to demonstrate your worth. Demonstrated ability is an excellent bargaining chip.

There is a possibility that as the most recent, and likely youngest, recruit that you will get stuck with many menial or junior tasks perhaps even preparing coffee or faxing others’ documents. Whilst you are probably desperate to get your teeth stuck into the real



work and show them what you know, patience at this point will benefit you in the long run as it will demonstrate you a team player who is willing to do whatever is required

to help achieve workplace goals. It won’t last forever. The next new recruit will be expected to take over those duties one day soon, whilst having gained confidence in

you during your gopher days, co-workers and employers will give you increasingly more opportunities to demonstrate your worth. ☐

Lauretta Davies



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