



handle  
recruitment

# **your new job handbook**





# **Congratulations** on your new role!

Starting a new job can feel both exciting and intense. With some help from a few of our fantastic friends we've created this handbook to share their advice and support.

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Prepare



# Know the **wheres**, **whens** and ***what to wears.***

If you are unsure, contact your manager and ask:

- ▶ Where am I meant to be?
- ▶ When should I arrive?
- ▶ What should I bring?
- ▶ What is the dress code?

For remote starters, make sure that your work area is stocked and prepared before your first day. Try and set up any tech (computers, screens) before you start so that you're ready to go.



# Take a moment to **Visualise your first day**

Practice visualisation by walking through how YOU would like the day to go. The key here is to recognise the different emotions you'll experience throughout the day. Nervousness? Excitement? Confusion? It's all part of the process.

- **Sarah Nepomuceno**  
Senior HR Business Partner

# Establish positive habits





Start building the positive habits that will make your life easier.

“

Be an advocate for yourself and don't hesitate to ask questions to those around you.

Keep prompts available, I find notes on my desktop easier to manage than written notes, but everyone is different.

Communication really is key - even though you're new, don't think you are annoying anyone by keeping them looped in, mistakes always happen when people don't communicate.

”

- **Sophia Savastano**

Human Resources Administrator

**Prioritise  
developing  
relationships**



## Take time to get to know people professionally...

“ If you're hybrid, try to prioritise joining team meetings when you are in the office so you can observe interactions, body language etc. - this will really help you in putting together a true picture of how people actually operate. ”

- **Dominique Fair**  
Business Partner, People,  
Inclusion & Culture



And try to get to know  
people socially...

“Prioritise spending time with your  
colleagues during breaks - having  
coffee or lunch together either  
in-person or virtually.”

- **Stasia Seliverstova**  
People Partner

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**Take care  
of yourself**



Sleep well, eat well, and try to exercise - even if you feel like you have less time to do it!

And if your new role is taking a toll on your mental health, let your manager know.

“The most important thing to remember is that no one is expecting you to have everything figured out. Be kind to yourself and give yourself time to settle in and learn the role.”

- **Demi Paffett**

People Administrator

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