**CAREER HEADLINES**

**Make a great impression your first day on the job**   
  
The first few months at work are usually a probationary period, so it's your job to prove yourself from Day One. How can you be sure to make a good impression from the very first day?   
  
**Plan what to wear.**   
Find out what is expected attire. Don't show up dressed inappropriately.   
  
**Get there early.**   
Do a trial run to learn how long it will take you to get to work. Do not arrive late because you didn't understand the traffic patterns.   
  
**Get confident about introducing yourself.**

Be sure to work on your eye contact, a pleasant smile and a firm handshake. All of these will contribute to the first impression your colleagues form of you.   
  
**Remember names.**   
Learn your coworkers’ names. If you don't catch the name, ask the person to repeat it.

**Organize your workspace.**   
Look around to see how other people organize their areas, and follow their lead. If no one else has personal items or photos out, neither should you.   
  
**Be a good listener.**   
No one wants to try to teach you something and find out later that you were daydreaming instead of listening. If your mind begins to wander, refocus.   
  
**Be positive.**   
Everyone expects you to be happy in your new job. Even if it isn't your dream job, act as if it is.   
  
**Don't bolt at the end of the day.**   
Stay a little beyond your assigned hours. Show that you're not interested in running for the door.