

# STARTING A NEW ROLE



Commencing a new role can be a very exciting time and understanding how you can best prepare yourself for the new job will give you a strong head start from the moment you first walk through the door! Establishing early relationships, taking a thorough handover from your predecessor and understanding the expectations of your manager are all important aspects covered in this article.



## **1** PREPARING FOR A NEW ROLE

Anticipating the start of a new role can be both daunting and exciting. The first day or even few weeks sets the tone for the rest of the time you will spend in the role and the organisation. If you are lucky enough to have a handover with your predecessor, be sure to make the most of the opportunity! This is your chance to understand more about the job, the working environment, your clients or patients, and some of the unwritten do's and don'ts within the role.

Be sure to think of as many questions as you can ahead of time and write as much as you can down. Seek to gain a thorough understanding of organisational processes, cultural elements and even the lowdown on workplace politics!

Whilst it's helpful to hear other people's view of the role and the organisation, it is also very important to form your own viewpoint and approach once you've had time in the role. The person handing over to you is leaving the entity so their perception may not be what you will experience.

## **2** BUILDING RELATIONSHIPS

We recommend being proactive when it comes to introducing yourself to others within the organisation. Take the time to get to know them, learn more about their role and the ways in which you will be likely to interact with them in your role. Demonstrating that you are a supportive team member will go a long way to building trust and respect. We recommend that you immerse yourself in the culture and adapt to the surroundings around you.

**Making a difference to the people making a difference**

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## **3** DEVELOP A POSITIVE RELATIONSHIP WITH YOUR SUPERVISOR OR MANAGER

A new role may well mean a new way of doing things. After the initial induction meetings, scheduling regular check-in meetings with your manager will establish a good communication stream and help to ensure you're on track with what they are expecting of you. It is imperative to know what those expectations are and what the KPI's are that you will need to achieve by the end of your probationary period and beyond. If your manager does not outline what you need to achieve we recommend you reach out to them proactively and discuss this with them so that you are both on the same page.

## **4** ASK QUESTIONS

One major advantage of being new is that questions are expected! We encourage you to be ruthless and not hold back. It is advisable to gain clarity on your role, your remit, the internal processes and anything else you're unsure of. Your enthusiasm and proactive interest will be well received. Asking questions and demonstrating high levels of enthusiasm and engagement in the early stages of a new role can also help form beneficial relationships and build trust with your colleagues.

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