

# Lowie Day One and Beyond Guide



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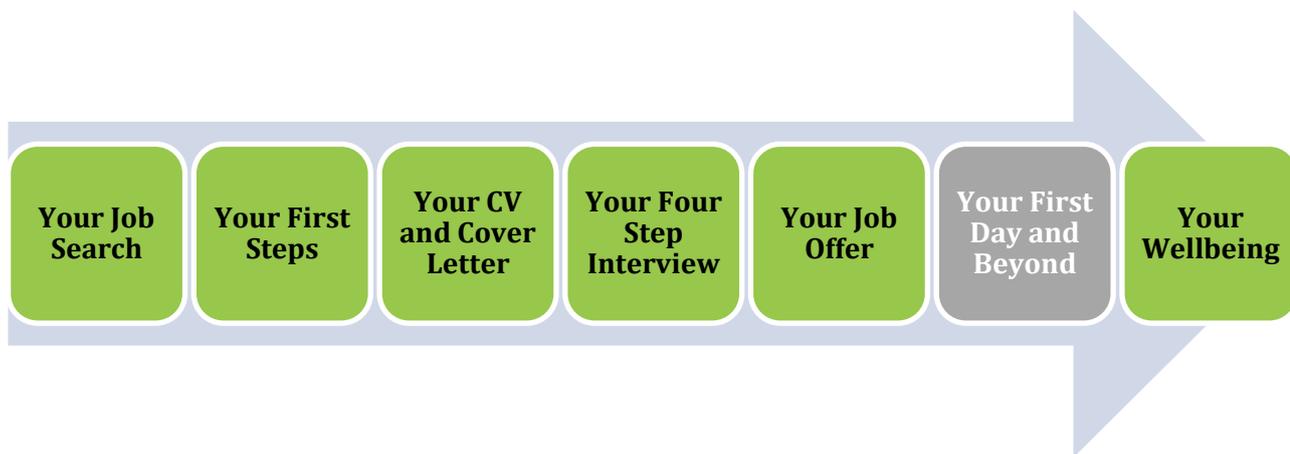
## Find a Job the Lowie Way

At Lowie Recruitment, we are bringing the excitement to your job hunting experience.

Preparation and follow through at every step of the way is a very important ingredient in securing a job. Empower yourself today with all the critical information and develop the skills required to be successful. Give yourself time and be patient when working through the process.

At Lowie, we have many opportunities for you to consider – [www.lowie.co.nz](http://www.lowie.co.nz). You can register yourself with us at Lowie for us to guide you through the process and assist in finding the job that suits you best.

The Team at Lowie wish you all the best in your job search and are here to assist you at every step.



**Your Job Search** - **Find a Job the Lowie Way Guide** is a simple and practical approach in which to develop the confidence and professionalism required for this important transition.

**Your First Steps** - **Lowie First Steps Guide** will assist you with all the areas of importance for you to decide what type of job you want.

**Your CV and Cover Letter** - **Lowie CV and Cover Letter Writing Guide** will guide you step by step to create a CV and cover letter include to capture the attention and stand out.

**Your Four Step Interview** - **Lowie Interview Guide** and **Lowie Interview Questions Guide** will provide you with vital information to assist you with this critical stage.

**Your Job Offer** - **Lowie Job Offer Guide** will provide with guidance on how to deal with all aspects of a job offer.

**Your First Day and Beyond** – **Lowie Day One and Beyond Guide** will provide you with pointers on how to be amazing on your first day.

**Your Wellbeing** - **Lowie Creative Thinking Program** provides an extraordinary service to you to provide you one-on-one assistance and we also hold Lowie Creative Thinking Forums.

## Lowie Day One and Beyond Guide

Arrive at least fifteen minutes early on the first day. If you haven't done the trip to your workplace before then it is recommended that you practice the journey a few times during peak travel hours in the week leading up to your start date. You could take time to create a great mindset before you walk into the office at a nearby coffee shop until the time your new Employer asked you to arrive.

Be relaxed and confident on this first day and have a welcoming and approachable manner when you meet the team. Stay focussed and positive on the task at hand on the first day – everyone has an experience unique to them, but sometimes it can feel a little overwhelming.

Your Lowie Consultant will stay in touch with you and be conducting a review throughout the first three months of your new role. Share all the great things about the job and any aspects that are still unclear.

Our **Lowie Day One and Beyond Guide** will provide you with pointers on how to be amazing on your first day and beyond.

### Your Essentials

Take any documentation that was requested of you including bank details and IRD number and your tax code. Take a moment to consider if you are wanting to participate in Kiwisaver or any other initiatives that the Employer may be offering and have all the documentation related to this.

Being prepared in this way will make a great impression.



## Your Team Spirit

To make a lasting impression have an open mind and positive outlook for the day. Be enthusiastic and engaged and show excitement in being with the team. Where there is an opportunity demonstrate how you can work with the team to solve problems and get the job done and gain the trust of your co-workers when possible on the first day.

Attempt to remember names of the team that you are working with directly. No-one expects you to remember everyone's name immediately. Make it a priority to learn the team's names. Use a little mind game to remember names by associating with a picture or object or characteristic. Don't feel concerned to apologise and ask someone for their name again.



See what afterhours activities are available and get involved where you can even if it is only as a supporter. Bonding with your co-workers outside of work is important.

Show sincere gratitude to others for assisting you, people always appreciate this and will make a good impression.

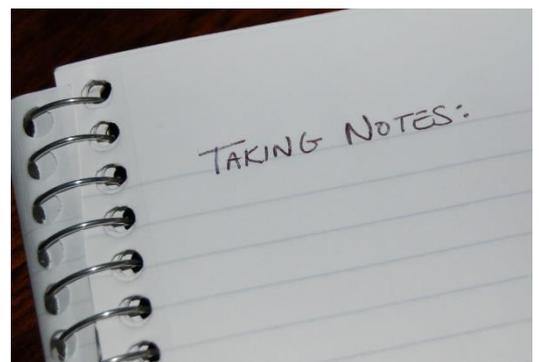
## Your Eagerness to Know

Always feel free to ask questions to ensure your understanding. This will show your interest in the business and in your role and show that you are keen and eager to make a contribution as soon as possible. It is good to show that you have a learning mindset and asking questions will achieve this. Also add value where possible without being overly knowing in the topic. Open communication is always a great way to start.



## Your Attention

It can be a challenge to maintain focus on the first day. A good way to do this is to take notes as this will help you stay focussed and attentive. Take a note pad with you on the first day and if you don't have one feel free to ask for a pen and paper. Use this opportunity to take notes on any reading material you are given and information on the system.



You may be given a few small tasks on the first day, do what you can with these its really just an opportunity for you to get a taste of what is coming, so use it as a time to familiarise yourself. You can also ask for a task to show initiative.

Ask if there is an employee handbook so you get familiar with all the protocols of the work place and company literature.

Listening is vital on the first day and days to come. Take time to absorb everything you can to show your appreciation of the knowledge of others around you. This will gain a huge amount of respect for you.



## Your Work Ethic

It is very easy to offer your opinion on others and the environment, but it is strongly recommended to avoid gossip and being a know it all. Stay out of office politics and make every attempt to not participate in this in the first few months. You may not be able to help being caught up in it, however, avoiding gossip will go a long way in this.



It appears to be common for just about everyone to conduct some amount of personal business on company time — checking email, making dinner reservations, buying stuff online. Aim to keep your personal business to a minimum and stay focused on work. If you need to make a personal call, be respectful of the others and step away from your desk. If you need to take care of personal matters do it quickly and in a private space, and, if possible, from your personal device rather than using the company resources.

## Your Progress

Set yourself some goals to give you the drive and focus to succeed in the job. Review this and make new goals as you make progress.

Use planning tools for keeping track of appointments, meetings, goals and other commitments. Make a to do list everyday and review your progress daily in bite sizes to achieve the larger goal.



Find out who the people are that you can go to and what resources there are to assist you in getting your tasks complete. Develop the relationships over time and be patient with this. You may have people in the team that could be a sounding board or those that give you direct knowledge and advise on the direction to take. In all cases these can make a big contribution to your career advancement.



Monitor your achievements and progress as this will help you build your own momentum in your role and future within the business.

Show your manager your interest in making progress by requesting a weekly meeting. This will allow you to show your progress and work together on a plan that keeps you moving forward.



**Your Lowie Consultant will provide experience and assistance for you to have a great first day and beyond.**

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