

## A New Recruit



Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Score:     / 18

**Relevant topics:**

- Induction and onboarding
- New in your role?
- Asking for help

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## A New Recruit

### Introduction

The first few weeks in a new job involve a lot of learning. Although you may want to appear as though you know what you are doing, if you don't understand policies and procedures you can land yourself in trouble. Don't be afraid to ask questions because they are your most powerful learning aid.

### Instructions

There are two sections to this challenge. In Section One, decide whether the actions are appropriate for your first week in a new job. Tick 'Do' or 'Don't' as to whether it is or isn't acceptable.

Section 1		
Wait for direction and enjoy the quiet, everyone else is busy so just wait to be told what do next.	DO	DON'T
Feel confident about sharing your knowledge with your new colleagues.	DO	DON'T
Be friendly and open to other people.	DO	DON'T
Ask lots of questions.	DO	DON'T
Introduce yourself to people who are not on your initial 'meet' list.	DO	DON'T
Connect with your new work colleagues on LinkedIn.	DO	DON'T
Ask to see an organisation chart.	DO	DON'T
Reminisce about how fun your previous work colleagues were.	DO	DON'T
Insist you swap with a colleague when you realise your new desk is next to the printer.	DO	DON'T
Ingratiate yourself with your new colleagues by joining in with gossip at the coffee machine.	DO	DON'T

Now, imagine you are a new recruit who is working from home, so you will be joining the organisation 'virtually'. Put a tick or a cross in the box depending on whether you think these are suitable actions for your employer to involve you in during your first week.

Section 2					
Organise a virtual discussion to clarify clear expectations about the role.	✓	X	Set up a virtual team call in which everyone shares their current priorities and provides introductions.	✓	X
Co-ordinate a virtual call with a mentor, who will be responsible for offering guidance and emotional support.	✓	X	Set up a video conference call with IT to demonstrate how to use the organisations software.	✓	X
Request thorough understanding of all policies and procedures stored online.	✓	X	Organise virtual 'social' time – team coffee catch-up, the Friday lunch club, and a video conference with the CEO, who likes to welcome all new recruits.	✓	X
Include in all virtual team meetings, so they hit the ground running and get involved straight away.	✓	X	Ask the new recruit to respond to an internal complaint and expect them to resolve it.	✓	X

**Save as a PDF** before reviewing the answers  
(or you will lose your responses)

[Check your answers here](#)