Contents

The First Two Weeks

Katie couldn't believe how quickly the past two weeks had gone by! That's how long she'd been at her new job. She was working as an administrative assistant at an accounting firm. And all in all, things were going pretty well.

Looking back, Katie thought about her first day. She'd filled out a lot of forms to sign up for health insurance and other benefits. She'd also been given a copy of the employee handbook. Her supervisor had told her to read through it. It contained information about everything from paid vacation time to what employees were expected to wear.

During the first week, Katie had met all of the people in the office. She'd been a little nervous, but she didn't think her co-workers had noticed. She'd shaken hands confidently with each person. Since then, she'd worked with several

of them. Everyone had been great about training her and answering all her questions.

At the end of Katie's first week, two of her co-workers, Morgan and Lucy, had invited her to lunch. That had really made her feel welcome! But at the lunch, she'd learned much more about Lucy's personal life than she wanted to know. And since then, Lucy had been stopping by her desk to chat. All this made Katie uncomfortable. She wasn't sure what to do.

But today, at the end of her second week, Katie had no worries. She'd received her first paycheck! Katie looked forward to many more weeks at her new job.

	Current		Year to Date
M /02			
nings Information	4,389.30		
mal Gross	0.00		
uctions	0.00		
itions	0.00		
rtime			
EARNINGS TOTAL	4,389.30		5,277.30
	351.14		418.18
-Taxable Gross	3,971.12		4,859.12
able Gross			

atutory & Other Deductions	Current	Year to Date
	311.17	311.17
eral Withholding	0.00	*****
itional Federal Withholding	135.96	135.96
te Withholding	0.00	*****
itional State Withholding	0.00	55.06
SDI	62.67	75.55
icare	0.00	0.00
icare Buyout	0.00	0.00
te Disability Insurance	351.14	351.14
RS	0.00	0.00
RS	0.00	
mate Retirement	67.04	0.00

The Importance of First Impressions

When we meet someone for the first time, we get a quick idea of what he or she is like. The opinion we form is called a first ***impression***. Usually, a first impression is formed within the first few minutes of meeting someone.

When you start a new job, your co-workers will judge you quickly. For that reason, it's important to think about the image you present. Do what you can to make sure the image you present is a good one.

Impression

A general feeling or belief. The *impression* you make on someone is what he or she remembers most about you.

Making a Good First Impression

1. **Wear clothing that's appropriate for the workplace.** If your clothes are too fancy or formal, it will seem like you're trying to attract attention. If your clothes are too casual or informal, it might seem that your work isn't important. And of course, it's never *appropriate* to wear clothes that are revealing—for instance, tight pants or a blouse with a low neckline. Choose basic, everyday clothes, such as a neat blouse or shirt and a nice pair of pants. If you're not sure what to wear, pay

Appropriate
Proper or correct for the situation.

attention to what most of your co-workers wear. Also remember that in most cases, it's better to be dressed too formally than too casually.

Know the Dress Code

Most companies have a *dress code*. It tells employees what kinds of clothes they're expected to wear.

In many workplaces, the dress code is what's called *business casual*. Business casual allows you to look professional but be comfortable. Don't take comfort too far, though. What you wear to a sporting event or when going out with friends isn't usually appropriate for the workplace. And it's never appropriate to where clothing that's wrinkled, torn, or dirty. Keep in mind that your appearance on the job says a lot about your attitude toward your work.