



Australian Government



Understanding workplace culture

Be your
(best) self

- Your employer has hired you because they think you are the right person for the job.
- Try to keep the same enthusiasm and professionalism you showed at your interview every day at work.

Don't assume

- Every workplace is different. What is okay in one job (for example, dressing casually on Fridays) may not be okay in other workplaces.
- Follow the example set by your organisation, your boss and senior co-workers.

It's okay to ask
questions

- Show initiative by asking questions whenever you need to. Your boss and co-workers should be happy to answer any questions you have.
- Make sure you understand any instructions by asking follow-up questions.
- Write notes as you go so you can refer to them later.
- Don't keep asking the same questions.



Manage yourself

- Make sure you have everything you need to do your job. This could include your uniform, name badge, tools or safety equipment.
- If you are missing any equipment, let your supervisor know before you start work.
- If you don't come to work prepared, it will be hard to learn how to do your job.

Learn from mistakes

- As a new starter, your boss should understand (and forgive) a few early mistakes.
- Try not to repeat the same mistakes. Work out what you did wrong and how you can prevent it happening again.

Be informed

- Know your rights and responsibilities at work.
- Learn about your pay and conditions. Ask questions if there are things you don't understand.
- Understand workplace policies and procedures about bullying and harassment and staying safe at work.

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