



Starting a new job

HOW TO PREPARE

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Starting a new job:



How to Prepare

So, you've accepted a new job offer and handed in your notice. An exciting chapter in your professional career will soon begin.

Now is a great time to set yourself up for success. And don't forget – the way you leave things with your current employer matters too.

In this guide, *Eden Scott* Principal Consultant Derek Polowyj gives his advice on how to prepare for your new role, so you can hit the ground running on day one.

Cold feet?

You've said yes to the job offer and you can't wait to get started. Then, weeks go by. You're working off your notice period and you're beginning to wonder if making a move was such a good idea after all.

Getting cold feet before starting a new job is completely natural. You're stepping out of the familiar into the unknown – that can be pretty daunting.

One of the best ways to overcome new job anxiety is to stay in touch with your future employer and get prepared for your new role. This builds confidence and helps you focus on the exciting opportunity ahead.



Staying connected

With your future employer



While you're working off your notice period, keep in contact with your future employer.

Reaching out to them periodically throughout your notice period shows you're proactive, and it will help you establish an early connection with your new team.

Aim to be in touch at least once every couple of weeks throughout your notice period.

Ask for relevant materials


Soon after accepting your job offer, you can reach out to your future manager or HR contact to request any relevant reading or preparatory materials. That could include company handbooks, project-related presentations, team structures or recent reports.

Gaining early insight into your new organisation will give you a confidence boost and demonstrates heaps of enthusiasm.

Build rapport with the team

In any new job, establishing positive relationships with your manager, direct colleagues and extended team makes for a much smoother start.

You can start fostering those relationships before you officially begin. Ask if it's possible to join informal meetings or team events. If the office is open, consider popping in for a brief visit to meet the team in person. These small steps help you begin in your role as a familiar face, not a total stranger.



Get to know new colleagues by attending informal meetings or team events *before* your start date.

Organise equipment/kit

When you're starting a new job, waiting for essential equipment can slow your momentum.

If your role requires a uniform, personal protective equipment (PPE) or any specific tools, make sure you have everything ready in advance. If you've been issued company gear, check that it fits properly and it's in good working order. If not, ask what you need to bring.

If you'll be issued with a work laptop, there's no harm in getting in touch with your future manager or HR team to confirm it will be ready for your arrival. A courteous email will show you're planning ahead and excited to get stuck in.





Planning ahead

The first few weeks at a new job are your opportunity to make a strong impression. Practical preparation demonstrates professionalism.



Research industry trends

Whether you're moving into a familiar field or transitioning to a new one, it's a good idea to spend time refreshing your industry knowledge.

What are some recent industry challenges? What innovations have happened lately, and what opportunities could they represent for your new company?

Knowing about significant industry trends will help you contribute meaningfully during early discussions – you won't need to spend your first weeks getting caught up.

Get a head start on certifications or qualifications

Some roles require specific technical qualifications, licenses or certifications. Even if these aren't mandatory from day one, beginning or completing them in advance can help you feel better prepared.

Getting to grips with essential software or undertaking safety and compliance modules can also free up your onboarding time for other learning opportunities.

Dress to impress

During your first week, it's better to overdress than underdress.

When you're just starting out in a new role, consider dressing smarter than your colleagues - yes, really! If you noticed team members wearing smart-casual clothing during your interview, aim for slightly more formal attire. Why? Because it shows your appreciation and respect for the opportunity.

For roles that don't require formal dressing, opt for clean, well-fitting and well-ironed clothing - this shows care and attention, and demonstrates that you take your role seriously.



Plan your commute

Don't wait until the first day to figure out your commute. If possible, do a dry run a few days prior. This is particularly important if your working location is based inside a complex or off-street facility, as these aren't always accurately mapped online.

Understanding your route, commute timings and, if you're driving, your parking options, can ease a lot of first-day stress.

*No one wants to be late on their first day.
Plan your commute ahead of time.*



Confirm your working hours

Clarify your working hours and expected schedule ahead of time. Are you expected on site at 8am sharp, or is there flexibility? Are there scheduled morning briefings or daily huddles? If you're unclear, a quick message to your manager or HR contact can save you from an awkward first morning.

Leaving your current employer professionally



The final weeks at your current job matter just as much as the first weeks in your new one. How you leave says a lot about your professionalism and integrity. A respectful exit leaves the door open for future opportunities and protects your professional reputation.

Be courteous and positive

Regardless of your experience at your current company, aim to be courteous and gracious wherever possible. Take time to thank colleagues and management for any support they provided and leave the door open for future collaboration.

Keep up the effort

It's tempting to 'coast' during your notice period, but instead, challenge yourself to give your best. Finish outstanding tasks, meet deadlines, and help colleagues transition to operating without you. Going above and beyond in your final weeks reinforces that you're reliable and hardworking.

Don't burn bridges

Maintain a positive tone until your final day. Avoid gossiping, criticising management, or venting to colleagues. You never know when you might need a glowing reference, or cross paths with your old team in the future. Leaving on a positive note will only benefit your career in the long run.

Even if you're leaving a less-than-ideal job, preserve relationships with colleagues – you might rely on them in the future.





Final thoughts




Your new job starts the moment you accept your offer.

By using the weeks leading up to your start date to get prepared and maintain contact with your future team, you'll ease your transition and keep up momentum.

Don't forget-

When you're placed for a role through **Eden Scott**, your recruitment consultant can help you get prepared.

Ask them for guidance on handing in your notice, staying connected with your new employer and preparing for your first few weeks.



The Eden Scott difference: Your trusted hiring partner

When it comes to finding employees that can hit the ground running, *Eden Scott* is here to help. With several specialist teams within our organisation, we bring to-the-minute market insight to the table.

Here's what sets us apart

- **In-depth sector understanding**
With experts in 19 sectors across Scotland and the wider UK, we have the network and industry expertise to help you appoint the right talent.
- **Bespoke recruitment models**
We develop custom recruitment strategies to meet and exceed our clients' requirements.
- **Relationship-driven approach**
Our relationships are everything - we build meaningful working relationships with our clients and candidates to create the perfect match.
- **Seamless hiring process**
With a truly transparent approach to talent acquisition, you can trust us to deliver exceptional service and an outstanding candidate experience.

With Eden Scott, you gain a reliable partner dedicated to finding the best fit for your organisation. We'll handle all the complexities of hiring, so you can focus on what you do best - growing your business.

For specialist recruitment support, get in touch.

[Contact us](#) to get started.

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