

## What You Need to Know **After** You Start Your First Job!

Well, the interviews are over and you have accepted your first full time position as an accountant! Whether you will be with a local, regional, national or international firm, there are some things you need to focus on to get off to a good start. Here are just a few suggestions.

1. Understand the firm's dress code as well as the appropriate attire for visiting a client when you are out in the field. Business casual is common now, but if you are going to be networking with a law firm or bank, you may find business attire is more acceptable. Hint: Keep a sports jacket or a blazer in the office so you can always "dress up" whatever you are wearing.
2. Keep your business cards handy and store them in a nice holder. You will be passing these out and do not want them dog-eared or bent when you do so.
3. Change your voice message if you are going to be out of the office so you can better manage expectations of callers.
4. Be sure to use the "Out of Office Reply" on your e-mail for the same reason.
5. Be aware of how intrusive your cell phone might be if you accept calls during the work day. Keep the ring low – and unless you have an office where you can close the door – just be mindful of the personal nature of your calls.
6. Read the firm's newsletters, brochures and web site so you know what the clients know.
7. If you are going to a business lunch pay attention to a few simple rules. Don't talk with your mouthful, don't ask questions just as your guest takes a drink, cut up your food as bite size portions are easier to swallow. Be thoughtful. Try to do most of your business conversation after ordering and before the food arrives to avoid problems.
8. Be good about follow up. If you have met someone for the first time, send off a quick e-mail or drop a note in the mail. People appreciate small acts of kindness/
9. As you start to earn your first real salary, consider working with a professional to understand how to stay out of debt, pay off the college loans and begin saving for your first home. It is a good idea to get off to a good start.
10. Use good etiquette during meetings – remember how distracting it can be for the speaker if you are paying attention to the e-mails and not to the presentation. Use good grammar in all communications, whether e-mail, text or written documents.
11. If you have not opened your own checking account, you should. You will need this for direct deposit for your pay checks and you can often negotiate lower rates when you utilize automatic withdrawal for certain situations, such as your college loan payments.

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