

## Top Three Things You Shouldn't Do When You Start a New Job

**Newbie no-no #1: Recommending changes right away.** But they said they look forward to your new ideas! "Even when people say they want change, they don't want it overnight," explains Kathleen Brady, a certified career coach and founder of CareerPlanners LLC in New York City. Breathing new life into everything around you could make colleagues think you're an egomaniac.

**Instead: Ask polite questions about procedures.** Say to coworkers, "I notice you create reports using process X — can you explain why?" If you still see room for improvement, offer up suggestions rather than speaking in absolutes: "In the past, I've seen process Z get reports done faster; has it been tried here before?"

**Newbie no-no #2: Acting super-confident.** Nobody likes a cowering coworker, but don't come across as being overly self-possessed as well.

**Instead: Do more asking than telling.** Find out how people wound up in their jobs and what they like about their positions. If they help you learn the ropes, thank them, and share their efforts with the higher-ups. You'll be seen as a team player — and the team will have your back.

**Newbie no-no #3: Accepting projects without asking questions.** It's natural to want to look like you get it. But agreeing to fill out a TPS report — when you don't know what a TPS report is — can lead to big mistakes. This will make your boss feel you've wasted time, says executive recruiter John Paul Engel of Knowledge Capital Recruiting, in Sioux City, IA.

**Instead: Research what you can; then, think through the project's steps.** Google key terms and examples. Next, visualize the desired end result of your task and come up with a general plan of attack. "After that, ask your boss to help you fill in blanks," suggests Engel. "You'll show you're a self-starter but also not afraid to ask questions."