

## Trial Period Checklist

### ▶ **Listen and ask questions**

- ▶ Get to know the organisation and the procedures
- ▶ Try to solve problems at first by yourself
- ▶ Ask for help if you get stuck
- ▶ Get feedback
- ▶ Agree on points for improvement for the period of familiarisation

### ▶ **Reservation**

- ▶ Note possibilities for improvement for later

### ▶ **Politeness**

- ▶ Greet your colleagues in a friendly way
- ▶ Learn their names as fast as possible
- ▶ Present yourself to people you don't know yet
- ▶ Use the lunch time to profit from the lunch break conversation
- ▶ Wait with addressing people informally until it is proposed to you
- ▶ Be cautious about topics of conversation about your private life

### ▶ **Last but not least**

- ▶ Enjoy working or
- ▶ Take up contact with your superior and/or your recruitment consultant