

STARTING A NEW JOB REMOTELY

Your guide to handling your notice period
and starting a new job whilst working remotely.

WELCOME

This guide will help you navigate the new territory many professionals are finding themselves in by outlining best practice advice for handling your notice period and starting a new job whilst working remotely.

This is a new challenge that we are all facing together, but we have the technology and the expertise to make it work. The key factor for success is to remain positive and to keep in regular contact with your new employer.

Ask your Hays consultant if you have concerns or questions at any time, they will be very happy to help.



SHOULD I EVEN ACCEPT A JOB OFFER NOW?

Starting a new job while working from home can be a daunting prospect. If you're still considering whether or not to accept a job offer, don't worry, this is a sensible response to the current climate but no cause for alarm.

We're all in the same boat

All organisations and employees across the country are facing the same challenges and fears. This does mean, however, that most employers are putting in place provisions to allow work to continue as normally as possible. Remember that they have chosen to hire you despite the outbreak and will no doubt work as hard as possible to ensure you remain committed to starting a new job with them.

Remember why you wanted to change

Think about what motivated you to leave your current job in the first place – perhaps you wanted better pay, more training opportunities or greater benefits. These issues won't go away after this period of isolation, so don't miss out on this opportunity to take the next step in your career.

You've done the hard work

You've taken the time to update your CV, search for the right job and attended interviews – so why turn it down now? This period of isolation will end, so while your new job may not necessarily start off inside your new office, you will be back to normal at some point.

HOW CAN YOU MAKE THE MOST OF YOUR NOTICE PERIOD?

Once you've accepted your new job, your notice period is the perfect time to prepare your home working environment and mindset, so you can hit the ground running when you start your new role.

Be an expert 'home worker'

You may well be starting your new job from home, so spend your notice period becoming an 'expert' at home working to help you to be as efficient as possible when you begin your new role. Become an expert at hosting video conferences and make sure you understand how common teamworking apps work.

Perfect your workspace setup

It can be difficult when working from home to be comfortable and to get into the right mindset. Take the time before you start a new role to designate a specific workspace at home that is distraction-free and large enough for your needs, ideally with a door you can close should you need to make calls. It is also important to make sure that your workspace is comfortable, so test your chair and desk setup are fit for purpose for extended periods of time.

Keep in contact

You may not be able to meet face-to-face before you start your new role, but that shouldn't stop you keeping in regular contact with your new employer and getting to know your new colleagues. Grab any opportunities your new employer offers to have video calls with team members or to be included in their team WhatsApp group. You can also connect with your future colleagues on social media – reach out to them on LinkedIn before your start date to get the ball rolling.

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HOW TO START YOUR NEW JOB REMOTELY

Working remotely may not be the way you intended to begin your new job, but there are things you can do to ensure you get the best possible start.

Turn up early

While working remotely means you won't have to think about the commute on your first day, working remotely can throw up challenges when it comes to connecting to the technology. If you've been provided with login details, give yourself plenty of time to test these and to get setup on the first day so you can make the best impression to your manager.

Understand your daily expectations

Make sure you are clear on your first day with your manager about what is expected from you in your first few days and how best to update them on your progress. It is more difficult to be visible when you're not working in the same space as your manager, so be proactive and check in regularly. If you have any questions or issues it is best to raise these sooner rather than later.

Get to know your colleagues from afar

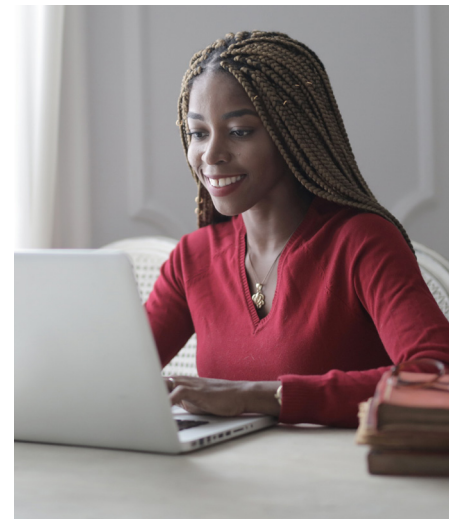
As with any new job, you'll want to start getting to know your teammates from day one. Overcome the challenge of not being able to meet them face-to-face by using video calls where possible instead of phone calls, which will help you to gauge their body language. Also provide your manager with regular updates throughout the working day.

WHAT ABOUT THE FUTURE?

Once the current crisis has passed, you will finally be having your first day in the office and meeting your new colleagues face-to-face.

Prepare yourself for your first day as you would normally:

- Check how long it will take you to get to work and leave yourself plenty of time should unforeseen issues arise
- Decide what you're going to wear the night before and lay out your clothes ready for the morning
- Pack your bag with everything you need in plenty of time
- Get a good night's sleep beforehand



TOP TIPS FOR REMOTE WORKING

Set up a designated area in your home to work

Make sure your monitor and chair are the right height

Check your backdrop and make sure it's appropriate for any video calls

Structure your day to get into the right mindset

Keep distractions to a minimum

Take regular breaks and try to head outside for some exercise before you start your day or at lunchtime

Keep in regular contact with your manager and colleagues and flag if you're struggling in any way

If you need any further advice or support during your notice period or onboarding with your new organisation, rest assured that Hays consultants will be on hand to help you every step of the way.

If you have any further questions or concerns, please contact your [Hays consultant](#).