

How to Ace Your New Job's 90-Day Trial Period

The interview process can be grueling when you're looking for a new job in payroll, and once you land that position, it can be tempting to relax and let your professional guard down a bit. But that would be a mistake. In fact, it's crucial to make a good impression in the first 90 days after you start a new job: More than half (54 percent) of chief financial officers (CFOs) interviewed for a recent [Robert Half survey](#) said they give workers in a new role less than three months to prove themselves.

In other words, now's the time to really wow your new boss. As you settle into your new job, here are six ways to make the grade:

- 1. Arrive at work early, and well-rested.** Try to get to your desk at least 15 minutes early during the first few weeks so you can prepare for any unfamiliar tasks and get a handle on your day. It's more important than ever, too, to get plenty of rest in the evening; if you come to [work tired](#), you'll likely struggle to learn your new job.
- 2. Ask for help.** In payroll, the tiniest mistake can result in huge financial errors and unhappy clients. If you're in doubt about policies or processes, seek out assistance or clarification from colleagues. To make sure you're on the right track, set up a weekly check-in with your manager for feedback.
- 3. Do it their way.** Even if you prefer the way things got done in your old firm, it's important to learn your new employer's methods and procedures thoroughly before suggesting any changes. That way, your critiques will be seen as constructive, rather than unhelpful criticism.
- 4. Save any special requests for later.** Supervisors typically want to assess an employee's performance on the job for a while before they agree to a [remote work arrangement](#) or flexible schedule. Prove that you're a reliable employee by completing tasks on deadline and with a positive attitude, for a reasonable amount of time, before you ask for anything outside the norm.
- 5. Show your gratitude.** When you're under stress, it's easy to forget to say "thank you." But make sure to tell your new colleagues how much you appreciate it when they guide you through new processes, give you directions to the best lunch spots or offer advice on the most efficient ways to complete routine tasks at your new job.
- 6. Get social.** Your boss isn't the only person you need to impress at your new job. You should also start building your in-house network. Getting to know your colleagues not only improves your happiness at work; it can also help you better understand your role in the company.

The first few months in a new job can be intimidating for any payroll professional. With a little extra effort, you'll prove yourself and make a great lasting impression.

Accountemps, a [Robert Half](#) company, is the world's first and largest specialized staffing firm for temporary accounting, finance and bookkeeping professionals. Accountemps has more than 325 locations worldwide. More resources, including online job search services and the [Accountemps blog](#), can be found at [accountemps.com](#).