AI TOOLKIT SERIES · ARRIVE

N° 112

Your New Role, Nailed

Making your first months in a new job count, with AI.

10 prompts to decode the role, learn fast, build relationships, land an early win, and map out your first 100 days.

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GOOD TO KNOW

AI shows the way, you settle in.

In 2026, assistants (ChatGPT, Gemini, Le Chat) help you decode a role, build a learning plan and prepare your first conversations. A real support for starting on the right foot, as long as you keep three reflexes in mind.

- **AI does not know your company**
  It offers generic frameworks and questions, but every workplace has its own codes. Always check with your manager and your colleagues.
- **Observe before you act**
  In the first weeks, listening and understanding beats trying to change everything. AI helps you ask good questions, not skip the steps.
- **Never share anything confidential**
  No internal documents, names or sensitive company data in AI. Describe things in general, anonymized terms, especially early on.

The right reflex: observe and listen first, check with real colleagues next.



THE METHOD

Ten prompts, five steps.

No experience needed. These 10 prompts take you from day one to confidence: understand, learn, connect, deliver, then settle in. Adapt the brackets to your role.

Every prompt follows the same recipe: Role, Context, Task, Format. Copy the structure, change the brackets.

01 **Understand the role**
· 2 prompts

02 **Learn fast**
· 2 prompts

03 **Build relationships**
· 2 prompts

04 **Deliver value**
· 2 prompts

05 **Settle in for the long run**
· 2 prompts

PROMPT 01 · UNDERSTAND

The Role, Decoded

PROMPT TO COPY

Role: you are a coach preparing someone to start a new job.
Context: I start as [role] at [type of company] on [date]. Job description: [summary].
Task: clarify what is really expected of me.
Format: my 3 likely priorities for the first three months, the questions to ask my manager, and the signs of success at 90 days.

What you get

You know where to put your energy from day one. You deliver best on what you first understood well.

PROMPT 02 · UNDERSTAND

The Culture, Read

PROMPT TO COPY

Role: you are a sharp reader of company cultures.
Context: I am joining [type of company, sector]; I was told the vibe is [a few words].
Task: help me spot the unwritten codes to watch.
Format: six things to observe in week one (meetings, emails, hours, decisions), and how to adapt without losing myself.

What you get

You read the codes instead of clashing with them. Fitting in starts with observing before imitating.

PROMPT 03 · LEARN

The Fast Ramp-Up

PROMPT TO COPY

Role: you are a mentor who builds learning plans.
Context: for my role as [role], I must master [skills, tools] quickly.
Task: build me a four-week learning plan.
Format: per week, what I learn, how (docs, colleague, practice), and a small checkable goal at the end.

What you get

You ramp up without drowning. One clear focus each week, not everything at once.

PROMPT 04 · LEARN

The In-House Jargon

PROMPT TO COPY

Role: you are a translator of workplace jargon.
Context: my team constantly uses [acronyms, terms] I am afraid to ask about.
Task: explain these terms simply and place them in context.
Format: each term in one clear sentence, what it is used for day to day, and a smart question to check I got it.

What you get

You follow conversations without losing the thread. Knowing the words is already part of belonging.



The Right Introductions

PROMPT TO COPY

Role: you are a writer who puts people at ease on first contact.
Context: I have just arrived as [role]; I want to introduce myself to [team, key people].
Task: write a short, warm introduction message.
Format: who I am in one line, what people can count on me for, and an invitation to talk; simple, sincere tone.

What you get

You make the first connection without overdoing it. An arrival that makes people want to help you.

PROMPT 06 · CONNECT

Your First One-on-One

PROMPT TO COPY

Role: you are a coach who prepares check-ins with a manager.
Context: I have my first one-on-one with [manager] on [date].
Task: help me prepare this talk to start on the right foot.
Format: five useful questions to ask, what I can say about my expectations, and how to agree on a follow-up rhythm.

What you get

You turn a meeting into a real working relationship. Clarifying early avoids misunderstandings later.

PROMPT 07 · DELIVER

Your First Win

PROMPT TO COPY

Role: you are a strategist of early successes.
Context: in my role as [role], I am looking for a concrete result for my first weeks.
Task: help me spot a first win that is useful and visible.
Format: three small projects within reach, the one that helps the team most, and the steps to pull it off.

What you get

You prove your value without burning out. A modest but real win builds trust.

Expectations, Aligned

PROMPT TO COPY

Role: you are a facilitator who aligns expectations.
Context: I am not sure which priorities [manager] expects from me this month.
Task: help me clarify and confirm what truly matters.
Format: a short message to validate my priorities, how to say if I am overloaded, and how to lock in what is decided.

What you get

You work on what matters, not beside it. Aligning early spares you wasted effort.

The 30-60-90 Plan

PROMPT TO COPY

Role: you are a coach of the first hundred days.
Context: role as [role]; goals set with [manager]: [goals].
Task: build my plan for 30, 60 and 90 days.
Format: for each stage, what I learn, what I contribute and a target result, in a few lines to share with my manager.

What you get

You move forward with a shared direction. A clear plan reassures your manager as much as you.

PROMPT 10 · SETTLE

The Check-In, Prepared

PROMPT TO COPY

Role: you are an advisor who prepares an onboarding review.
Context: I am reaching the end of my trial period as [role].
Task: help me prepare a check-in and ask for feedback.
Format: my results in numbers, the questions to gather useful feedback, and what I propose for what comes next.

What you get

You close your onboarding with confidence. Asking for feedback shows you want to grow.

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