

To-do's before January

Print, write down, and/or save the following information in your phone. You can find most of this information in the email communications you received from your companies. However, if some of this information is not clear, send an email to your Winternship company to confirm/clarify.

- ☐ Connect with your teammates on Slack!
- ☐ Have you submitted all of the necessary hiring forms and paperwork your company asked for on-boarding? Did you complete all exams and background checks if they were required of you?
- ☐ Where is your Winternship site located? What's the address?
- ☐ Map your trip via Google maps or another mapping application. Check street view on Google maps so that you have a visual of the outside of the building.
- ☐ How will you get to your Winternship site? How long will it take to get there?
- ☐ What time do you need to leave to get to your Winternship site so that you **arrive 30 minutes before your start time?**
- ☐ Who should you contact or ask for when you arrive at your Winternship site?
- ☐ What kind of ID, if any, do you need to get into your Winternship company building?
- ☐ Who do you contact if anything unexpected comes up on Day 1? (For example, a last-minute question or an emergency) What is their phone number and email address?
- ☐ What forms of ID or completed paperwork do you need to bring Day 1?
- ☐ Prepare your elevator intro. Practice it out loud!

To-do's before Day 1!

Print, write down, and/or save the following information in your phone.

- ☐ Prepare your outfit for your first day (and for an additional 1-2 days if possible).
- ☐ Pack your breakfast or lunch if you plan to bring it with you. OR confirm dining options within 1-2 blocks of your Winternship site.
- ☐ Review your directions and commuting plan to ensure you arrive **ON TIME**, 30 minutes ahead of your start time. Also review your arrival plan - knowing who to ask for when you arrive and what ID you need to get into the building.
- ☐ Gather any forms of ID and/or paperwork your company told you you need for on-boarding.
- ☐ Pack a notepad and pen to bring with you.
- ☐ *If your company/WiTNY asks you to bring yours, pack your laptop and charger.*
- ☐ Get a good night's sleep the night before.
- ☐ Relax, smile, and prepare to enjoy your first day!