FIRST WORK TERM CHECKLIST

BEFORE YOUR FIRST DAY	Confirm start date	
	Confirm start time	
	Confirm location (training or onboarding can occur in a different place or office)	
	Confirm travel or public transit routes and parking arrangements to arrive early	
	Double check dress code and ensure you have fresh, work-appropriate clothing	
	Double check who your first day contact will be	
	Prepare your lunch	
	Get good sleep	
YOUR FIRST DAY	Give yourself extra time to get ready, so that you can arrive a little early	
	Eat a healthy breakfast	
	Take care to be well-groomed (clean and tidy appearance) and professional	
	Don't forget any work-approved tech, a notebook, and a pen	
	Be polite – greet people, say please and thank you	
	Smile, even if you are nervous	
	Be ready to introduce yourself to others	
	Ask good questions	
	Write things down! It's a great habit for remembering key training points	
	Follow the training documents, instructions or schedules you have been given	
	Determine whether it would be appropriate to join others in the lunch room	
	Be patient with set up processes (phones, emails, computers, printers etc.)	
	Carefully complete all onboarding documents; ask HR for help if needed	
	Learn what the sick day procedures are	
	When sending emails, be professional with your language, format and signature	
	Don't rush through your first day, enjoy it!	
	Speak with manager at the end of the day; share your progress, ask questions	
	At the end of the day, pay attention to when others start to leave work	
	Double check your task list for the day; what have you completed?	
	Check your schedule and tasks for the next day so you can plan ahead	
	Leave a few minutes late, and let your manager know you are heading out	
	Congratulate yourself on a great first day!	
SUPERSTAR IDEAS	Get to know your coworkers a little; identify a mentor and ask for their guidance	
	Take the time to learn about the spoken and unspoken rules	
	Plan ahead and use your calendar/notes to group similar tasks together	
	Work through things you like least at the beginning of your day	
	Be a willing and professional collaborator	
	Don't be afraid to share ideas or take initiative when and where appropriate	
	If you identify a problem; see if you can solve it	
	If you get stuck on a task, take a break, brainstorm with others, and try again	
	Volunteer to help out if you aren't as busy as others	
	Accept that some days you will not have enough or will have too much to do	
	Join in on after-work activities when you can	
	Record the skills you are gaining along with accomplishments for future résumés	
	It's OK to chat with your coworkers but avoid being too chatty	
	Don't forget about your PD courses!	