

# Starting a New Job Checklist



## Before You Start:

- Research the Commute
- Lay Out Your Clothes
- Prepare for Small Talk
- Decide Your Breakfast
- Pack Your Bag
- Set Your Alarm
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- \_\_\_\_\_
- \_\_\_\_\_



## Here's What to Bring:

- ID or Passport  \_\_\_\_\_
- Bank Information  \_\_\_\_\_
- Hiring Documents  \_\_\_\_\_
- Notepad and Pens  \_\_\_\_\_
- Packed Lunch  \_\_\_\_\_
- Water Bottle  \_\_\_\_\_
- Phone  \_\_\_\_\_
- Watch  \_\_\_\_\_
- Sweater or Jacket  \_\_\_\_\_



## Things to Accomplish on the First Day:

- Arrive Early
- Introduce Yourself
- Get to Know Coworkers
- Pay Attention
- Show Interest
- Have a Positive Attitude
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- \_\_\_\_\_
- \_\_\_\_\_



## Things to Accomplish in the First Week:

- Make a Schedule
- Offer to Help
- Be Available for Your Manager
- Meet Deadlines
- Ask Questions
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## Things That Went Well After the First Month:

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## Areas to Focus on Moving Forward:

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