

Checklist: Preparing for Your First Week of Work



How exciting, your first day at your new job is approaching! Learning new skills and taking in new information can be tiring, but exciting. To help you prepare, here is a checklist and some reminders to prepare you for success during your first week.

Before you start:

- Have any required paperwork or documents completed
- Get your uniform/work clothes
- Plan or test travel arrangements and timing
- Reflect on school, life, and upcoming events so you can plan to balance
- Start practicing a sleep routine that you can continue when you start working

The Night Before Your First Day:

- Eat well
- Prepare your clothing/uniform
- Prepare your paperwork/documents to bring to your first shift
- Do activities that will relax you
- Prepare a notebook/pad and pen
- Prepare your lunch/snacks/supper
- Get lots of sleep

Your First Day:

- Eat a healthy breakfast
- Arrive at work 10-15 minutes early to get settled and start your first shift on time
- Take lots of notes throughout your training
- Ask questions about anything you might be unclear or curious about
- Discuss any accommodation needs (list of tasks, modified breaks...)

Your First Week:

- Review your notes and ask questions when you need to
- Check in with your manager about any scheduling items
- Give yourself time to adjust to your new routines
- Schedule time for homework
- Celebrate your first week completed!
- Have fun! This is a significant first step on your future path!

