

PREPARE TO MAKE A GOOD IMPRESSION ON YOUR FIRST DAY

Before you Start

Here are some things you may need to consider:

- Do you have the clothing or equipment you need? Is there a dress code? Uniforms? Have you observed what workers wear on the job?
- Do you know how you will get to work? Have you checked bus routes and schedules, availability of parking, or how long it will take to walk or bike?
- Do you know what shifts you may have to work?
- Do you have daycare or pet care in place?
- Is there a back up plan for emergencies or having to work overtime?
- Are there medical, dental, or other appointments you should schedule before you start work?
- Do you have all documents you may need? Certificates, driver's abstracts, SIN? An emergency number for your employer to file?
- Do you know where and when to report? Who to ask for?

Having this information before you start a job may save you worry, embarrassment, or anxiety down the road. Along with the guidelines for your first day at work, it will ensure that you make a great first impression.

First day guidelines

You will probably be nervous your first day on a new job. That's natural. But try to be positive – expect good things to happen. These reminders will help you be more prepared, and preparation is a great way to combat "first day" nerves.

DO:

- Set your alarm for an early rise to ensure perfect hygiene and personal care
- Have clothing and bus fare ready
- Have something prepared for breakfast and to take for lunch
- Arrive early – ready to start working on time
- Smile and introduce yourself to everyone
- Ask questions and accept directions eagerly
- Ask about policies regarding breaks, coffee funds, where to have lunch.

DON'T:

- Speak critically of your last job
- Try to become too familiar too quickly
- Discuss personal problems or lifestyle issues
- Be a show off or a "know it all"
- Make personal calls or have friends visit

Follow these guidelines every day!