

## Starting a new job

**Instructions: Use this worksheet to help you prepare for your first day at work. Review and fill in this list at least one week BEFORE you start the job.**

What is the telephone number at my work? \_\_\_\_\_

*\*Save this number in your cell phone so you can access it quickly and easily if you ever need it!*



### CLOTHING:

What attire do I wear to work? Casual      Business casual      Business

Do I have everything I need to dress appropriately for this job? \_\_\_\_\_

If not, what clothes or shoes do I need to buy to be ready for this job?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Do I need a uniform? yes \_\_\_\_\_ no \_\_\_\_\_

- Do I need to pay for my uniform? \_\_\_\_\_ What is the cost? \_\_\_\_\_
- If I do need a uniform, do I need it on the first day? \_\_\_\_\_
- Where do I get the uniform? \_\_\_\_\_
- How many uniforms do I need? \_\_\_\_\_

Do I need to bring a change of clothes to work? \_\_\_\_\_

If I do need to bring a change of clothes, what will I carry them in? \_\_\_\_\_



**FOOD:**

Should I bring a lunch and / or snack to work? \_\_\_\_\_

Should I bring a drink(s) to work? \_\_\_\_\_

Where can I eat meals / snacks at work? \_\_\_\_\_

Do I have a bag / lunch sack to carry food to work? \_\_\_\_\_

Is there a refrigerator where I can store my food and drinks? \_\_\_\_\_

If there is no refrigerator, how will I keep perishable food cold (i.e. in an ice pack, small cooler)?

\_\_\_\_\_

Should I bring money (dollars and coins) for lunch / vending machines? \_\_\_\_\_

If so, how much money do I need to bring each day? \_\_\_\_\_



**MY BELONGINGS:**

Do I need a set of work keys to get into the building? \_\_\_\_\_

What work materials /supplies do I need to bring to work?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Are there any personal supplies I need to bring to bring (i.e. medicine or personal care)?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Where will I keep my work materials (in an office, locker, cabinet, etc...)? \_\_\_\_\_

Do I need to buy a lock to keep my things (i.e. wallet, purse, and phone) secure? \_\_\_\_\_

Do I need to know the alarm system code to get into the work building? \_\_\_\_\_

· If so, have I written that code down and put it in my wallet / purse? \_\_\_\_\_

Do I need an identification badge for work? \_\_\_\_\_



### **TRANSPORTATION:**

Do I know where my work is located? \_\_\_\_\_

What is the address? \_\_\_\_\_

Do I know how to get there? \_\_\_\_\_

How am I getting to work? Circle one: My car    Bus    Taxi    Another person is driving me

Bike    Walking    Subway    Train    Other \_\_\_\_\_

- If I am driving to work, where do I park? \_\_\_\_\_
- If a taxi is taking me, have I scheduled the pick up? \_\_\_\_\_
- If another person is driving me, who is this person? \_\_\_\_\_
- Have I talked to this person and have we agreed on a pick up time? \_\_\_\_\_
- If I am taking the bus, which bus stop should I go to? \_\_\_\_\_
- What time does the bus come? \_\_\_\_\_

How long will it take me to get from my house to work? \_\_\_\_\_

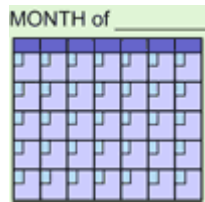
What time do I need to leave my house in order to get to work on time? \*Always add 10 minutes just to be safe, especially on the first day of work! \_\_\_\_\_

How am I getting home from work?

\_\_\_\_\_

Should I bring money for transportation (bus, cab, train)? \_\_\_\_\_

How much money do I need to bring for transportation to AND from work? \_\_\_\_\_



**MY SCHEDULE:**

What exact time do I have to be at work? \_\_\_\_\_

Where should I go when I get there?  
 \_\_\_\_\_

To whom should I report when I arrive to work? \_\_\_\_\_

When do I take breaks at work (or how often)? \_\_\_\_\_

Where do I take breaks at work? \_\_\_\_\_

What time do I leave work? \_\_\_\_\_