WHAT TO DO ON YOUR FIRST DAY OF WORK

Congratulations! You’ve accepted a job offer and are ready to start work. Here are some tips for making your first day a success.

- **Arrive a few minutes early:** This will show your employer that you’re excited to start working. Plan for delays—you don’t want to get caught in traffic on your first day.
- **Know what to wear:** Make sure you know the dress code and remember to dress appropriately for the setting. This is the first time you’ll meet many of your colleagues and you want to make a good impression. If you’re not sure what to wear, contact your employer before your first day for a few tips.
- **Bring basic supplies:** It’s a good plan to bring a pen and notepad, or any other tools that might be required on the job. Better to be prepared!
- **Be polite:** You’ll probably be introduced to many different people on your first day. Be professional and polite and don’t worry if you can’t remember everyone’s name right away. This will come with time.
- **Take notes:** Don’t be shy about keeping track of all the new information you’ll learn on your first day. When in doubt, take notes to make sure you don’t forget any important information from your new colleagues and supervisor.
- **Find out where you fit in:** Most organizations have an organizational chart that outlines how the organization is structured. Ask your supervisor for a copy. This chart will help you figure out the different levels within the organization and where you fit.
- **Complete the orientation checklist:** Your supervisor will probably include some type of orientation on your first day. This might include an introduction to the physical workplace, an overview of hours and expectations, details about health and safety procedures and more.
- **Smile:** This is a happy occasion—show it!