

# First Day & Week at New Job - Checklist

By: Charley Mendoza. Reference: [Source Tutorial](#).

This checklist will show you how to fit in on your first day (and week) at work. Make sure your first few days set you up for success at your new job.

Refer to the [source tutorial](#) guide on Envato Tuts+, where you'll discover more new job tips to move from newbie to a reliable employee.



## 1. Before Your First Day

- Ask for reading materials such as company memos, annual reports, and briefings on latest projects.
- Confirm the time, date, and exact location for your first day at work
- Prepare your office attire

## 2. What to Do and Observe on Your First Day

- Wake up 30 minutes earlier
- Wear a smart casual attire
- Remember your teammate's names
- Have lunch with your team

## Observation Notes

<b>Travel to the Office</b>	How is the traffic? Does the train or bus leave and arrive on time?
<b>Parking</b>	How far is the nearest parking lot? How long did it take you to find a spot? Is the place almost full by the time you arrive?
<b>Nearby Areas</b>	Where are the nearest deli, convenience store, and drug store?
<b>Your Office</b>	Where's the bathroom, break room, and copy room?
<b>Your Team</b>	What are their names? Who will I be working with?
<b>Office Layout</b>	Will you get your own cubicle or is it hot-seating? Do you have privacy or is it an open-office? Will you need a headset to stay focused?

### 3. What to Do and Observe in Your First Week

- Complete paperwork from HR
- Organize your desk

- Set up your computer with the software, access codes, and other documents you'll need
- Bring a pen and paper, or use your phone to take note of everything you'll learn
- Gauge your manager and teammate's expectations of you
- Make a friend and learn something new by helping one of your teammates with their
- work
- Find out your manager's communication preference

## Observation Notes

<b>Your Workstation</b>	What kind of personal effects are allowed in your desk?
<b>Break Times</b>	Does your team eat together in the breakroom, or are you expected to just eat by yourself whenever you're done with work? Do people eat in the break room or in front of their computer?
<b>Communication Preferences</b>	What's the default communication platform in your office? Is everyone on a group chat, or is there a centralized program for organizing tasks and communications?
<b>Your Team</b>	Who's the busiest? Who can you count on to explain how things work when your boss is busy?

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