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
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

<table>
<thead>
<tr>
<th>Observation Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Your Workstation</strong></td>
</tr>
<tr>
<td><strong>Break Times</strong></td>
</tr>
<tr>
<td><strong>Communication Preferences</strong></td>
</tr>
<tr>
<td><strong>Your Team</strong></td>
</tr>
</tbody>
</table>
Find more courses, tutorials, and eBooks at tutsplus.com