

# First Day on the Job

Below is a list of tips to help you prepare for your first day on the job.

## Appearance

- clean hair, clothes and dress appropriately (ie. uniform, dress code)
- wear comfortable footwear.

## Work Schedule

- know your start and end time (arrive 5-10 minutes early on the first day)
- know if and where you can buy lunch/snacks
- do you have to sign in or punch a card?

## Transportation

- know how long your trip will take
- if walking, know your route and practice it
- if taking public transit, where and when do you catch the bus?
- if you drive, where do you park?

## Contact Person

- who do you report to?
- where do you meet them?
- who do you contact in case of an emergency?
- know the telephone number of the placement and of the school

## Workplace Behaviour

- when your task is completed, ask if there is anything else you can do
- ask questions if you do not understand instructions
- compliment your fellow employees when they do a good job
- thank your fellow employees for helping you get adjusted to the new job

## WORKPLACE DON'TS!

### Don't:

- use the telephone for personal calls
- smoke on the job
- snack while on the job
- encourage your friends to visit you at work
- criticize people you work with to fellow employees or your friends
- ask for time off during the first few days on the job
- borrow money from co-workers
- sit around (always work on something!!!!)