Starting a New Job Checklist

Before You Start:
- Research the Commute
- Lay Out Your Clothes
- Prepare for Small Talk
- Decide Your Breakfast
- Pack Your Bag
- Set Your Alarm
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- [ ]

Here’s What to Bring:
- ID or Passport
- Bank Information
- Hiring Documents
- Notepad and Pens
- Packed Lunch
- Water Bottle
- Phone
- Watch
- Sweater or Jacket
- [ ]
- [ ]
- [ ]

Things to Accomplish on the First Day:
- Arrive Early
- Introduce Yourself
- Get to Know Coworkers
- Pay Attention
- Show Interest
- Have a Positive Attitude
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- [ ]

Things to Accomplish in the First Week:
- Make a Schedule
- Offer to Help
- Be Available for Your Manager
- Meet Deadlines
- Ask Questions
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- [ ]

Things That Went Well After the First Month:
- [ ]
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- [ ]

Areas to Focus on Moving Forward:
- [ ]
- [ ]
- [ ]
- [ ]

Before You Start: Here’s What to Bring: