Checklist for Starting a New Job

Before Your First Day:

1. **Review Your Employment Offer:**

   o Confirm your start date, salary, benefits, and any other details.

2. **Sign and Return Documents:**

   o Complete and return any required paperwork (employment contract, tax forms, etc.).

3. **Prepare Your Work Attire:**

   o Choose appropriate clothing based on company dress code.

4. **Set Up Your Workspace:**

   o If possible, familiarize yourself with your desk or workspace layout.

5. **Research the Company:**

   o Learn about the company's history, culture, and recent news.

6. **Prepare Questions:**

   o List questions you have about the role, team, or company to ask during your first days.

On Your First Day:

1. **Arrive Early:**

   o Aim to arrive at least 15 minutes early.

2. **Introduce Yourself:**

   o Meet your colleagues and key team members.

3. **Get Oriented:**

   o Review company policies, procedures, and employee handbook.

4. **Set Up Your Equipment:**

   o Arrange any necessary tech setup (computer, phone, software accounts).

5. **Meet Your Manager:**

   o Discuss expectations, goals, and initial projects.

During Your First Week:

1. **Learn the Layout:**

- Familiarize yourself with office locations, break areas, and facilities.

2. **Understand Your Role:**

   - Clarify responsibilities, tasks, and deadlines.

3. **Build Relationships:**

   - Connect with coworkers and understand team dynamics.

4. **Attend Training Sessions:**

   - Participate in onboarding or training programs.

5. **Explore Company Tools:**

   - Learn how to use internal tools and software essential for your role.

Beyond the First Week:

1. **Set Goals:**

   - Discuss short-term and long-term goals with your manager.

2. **Seek Feedback:**

   - Request feedback on your performance and areas for improvement.

3. **Stay Organized:**

   - Use a planner or digital tool to manage tasks and deadlines.

4. **Stay Engaged:**

   - Actively participate in meetings, projects, and team activities.

5. **Review Benefits:**

   - Understand and utilize available employee benefits.

Additional Tips:

- **Stay Positive:** Approach challenges with a proactive mindset.

- **Ask for Help:** Don't hesitate to seek clarification or assistance when needed.

- **Network:** Build relationships beyond your immediate team.