**Be Job Ready! Prepare to Make a great First Impression!**

Here is a list of things you can prepare for to be ready for the first day on the job to make a great first impression.

1. Identification and Paperwork. Unless you have already given these to Human Resources you generally need to take a driver’s license or picture ID, a social security card and proof of address.
2. Prepare to spend your first day listening! In the first days of a new job, listen! Listen! Listen! It is not the time to have or give a strong opinion or to criticize. Be friendly, meet people, smile and listen.
3. If you have questions for the first day, write them down. Often these questions will be answered, but if they are not, ask them respectfully at the end of the day.
4. Bring something to take notes with, either a notepad or recorder. You will get a lot of information on the first few days, and this allows you to record to review later.
5. Let your friends or people who normally text or call that you are starting a new job and will not be available during work hours since you need to be 100% present on the job. Put your cell phone on silent on day one.
6. Have a transportation plan to get to and from work on time. Test your commute so that you know exactly how long it takes to get there, especially when there is a high volume of travelers. Remember that early is on –time! Leave extra early on the first day. You should be at your station ready to work, with any needed work clothing or gear on, computer on and ready to begin working by the shift start time. At finishing time, you should tidy up your area or desk, and leave things in order.
7. Plan for what to wear. If you have not already asked, inquire about dress code for work. Often, companies may have a dress code to adhere to safety practices, such as a limit on jewelry, a requirement for hair being pulled back, closed toe and heel shoes, and so forth. Ask for those requirements, and plan to dress appropriately. We suggest planning a week in advance to give you time to wash, iron, clean or hem any clothing items so that you look prepared from day one on.
8. Plan to get plenty of sleep. Get into a normal sleep pattern by going to bed and waking up at times you plan to for work. Ideally begin creating this sleep pattern two weeks before the job starts if possible.
9. Plan for lunch. Either pack your lunch or take lunch money. If you are not sure there is a cafeteria or option to buy lunch, pack lunch on day one until you determine what your long term plan will be.
10. Plan and practice a short introduction for yourself as you meet your work colleagues. It can be as simple as “Hi, my name is….and it is nice to meet you. I look forward to working with you”. This very important since your ability to get along with coworkers is a critical factor for your success.
11. Make household arrangements. Do you need child care or after school programs for your children? Do you have pets that need attention while you are at work?
12. Have a budget so that you can plan for the cost of transportation and lunch.
13. Don’t schedule any appointments for the first few weeks of work. If you have appointments, complete these before your first day of work so that you do not have to ask for time off immediately after you start.
14. With all of these details, don’t forget about the job itself. Take a few minutes to refresh yourself on the organization and its mission. You can do this by skimming over the company’s website or reviewing materials you have already received. Prepare a list of questions you may have.