

First Day Checklist

Prepare the night before, arrive calm, and make a good first impression in your first days.

The night before

- Confirm your start time, address and who to ask for on arrival.
- Plan your route and aim to arrive a little early.
- Lay out what you'll wear and pack your bag.
- Get a good night's sleep so you arrive fresh.

On the day

- Introduce yourself warmly and learn a few names.
- Listen carefully and take notes during your induction.
- Ask where to find things and who to go to for help.
- Don't worry about knowing everything — day one is for learning.

What to bring

- Any ID or paperwork they've asked you to bring.
- A notebook and pen for names, logins and instructions.
- Your bank and tax details in case they're needed.
- A water bottle and anything you need for the day.

Settling in

- Send a short, friendly intro message to your team if that's the norm.
- Confirm your working hours, breaks and key contacts.
- Note any questions to follow up on in week one.
- Thank whoever helped you settle in.

Notes

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