

# HOW TO PREPARE FOR AND NAIL YOUR FIRST DAY OF WORK



You've been placed on assignment! Congrats! You're probably excited and want to impress your new manager and colleagues. Let us help you do so! Follow these eight steps before and during your first day and you'll knock everyone's socks off.



## 1. Plan the commute

Make sure you know how to get to the job location. If possible, try a dry run of your commute a few days before at about the same time you'd be leaving home to see how long it really does take to get there.



## 2. Get ready

Plan your first day outfit and make sure it meets any dress code requirements. Double check you have any needed documents handy. Re-read any welcome packets or onboarding information. Pack a lunch for this first day, just in case.



## 3. Get there on time

And by "on time" we mean "get there early." You'll want to make a good first impression so arrive at least 15 minutes early so you can be ready to work as soon as your manager greets you.



## 4. Ask questions

You don't know what you don't know, and your manager and new co-workers understand this. The old saying about there being "no stupid questions" was never more correct than now. Ask away! (And be sure to ask your manager what your first priorities should be.)



## 5. Don't be shy

Say hello to as many people as you can. Introduce yourself. Offer to eat lunch with coworkers. Having friends at work can make your shifts more fun!



## 6. Be yourself

Don't try too hard or try to impress your boss or your co-workers right away. Your awesome skills will become apparent soon enough.



## 7. Listen, observe and learn

Listen more than you talk. Soak in all the information you receive like a sponge and you're sure to leave your first day feeling confident and ready to tackle the shifts ahead.



## 8. Say goodbye to your manager and say how much you enjoyed your first day

If needed, ask questions about your tasks for the next day. Tell your manager you're looking forward to coming to work tomorrow.