

Starting Work Checklist

You got the job! Now what? In the time leading up to your first day on the job, take a few actions to ensure that you arrive for your shift in time, every time, ready to perform.

- Financial Help:** You may want to seek financial support for the following items from your parents, grandparents, or even family friends. Now, before you start working, is the time to seek such help, before any one issue becomes critical at the wrong moment.
- Wardrobe:** Make sure your wardrobe is in order before your first day on the job. Your selected clothes should fit well, be in good condition, be laundered, and be wrinkle free.
- Grooming:** In the days leading up to your first day on the job, or perhaps over a few weeks, give yourself a grooming tune-up and start a regular regimen to smarten up your appearance.
- Transportation:** If you rely on your own bicycle or car to get to work, use the period leading up to your first day on the job to get your vehicle reliably up to the task.
- Arrival Time:** When thinking about how much time it will take you to get to work, keep in mind this concept from driver's education courses: strive to arrive *in time*, not just on time.

- Commute Time:** Regardless of which method of transportation you will use for getting to work, do some homework before your first day on the job to study and establish the route you will take.