First day at a new job checklist

Before and on your first day: what to bring, what to ask, and what to write down.

NAME _____ DATE _____

BEFORE

- [ ] Confirm start time, place, dress code and who to ask for
- [ ] Plan the route and leave extra time
- [ ] Bring ID and banking details for payroll
- [ ] Have your SIN ready for the employer's payroll form
- [ ] Bring a notebook

ON THE DAY

- [ ] Learn my manager's and buddy's names
- [ ] Ask how hours and shifts are scheduled
- [ ] Ask when and how I'm paid
- [ ] Ask about breaks
- [ ] Find out who to call if I'm sick
- [ ] Note safety training and procedures

NOTES