

Starting Your New Job Checklist



10 Easy Steps
to get the
Job You Want!

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ReadySet HIRED! Checklists are intended to be used as a guide. The actions and items listed are “reminders” – things you need to consider at particular stages of your job search. The checklists are by no means absolute so don’t feel you have to check off every item on the list in order to proceed. They are also not exhaustive, so there are likely “other” items and actions you need to consider that are not on the list depending on your particular situation and requirements.

LOGISTICS & WELLNESS	
<input type="checkbox"/> Time & Place	I know where I’m going and what time I’m expected. I intend to arrive with plenty of time to spare.
<input type="checkbox"/> Route & Transportation	I know how I’m going to get to my new place of work. I also have contact information in case something urgent prevents me from arriving on time.
<input type="checkbox"/> Sleep	I’ve had plenty of sleep, and I’m refreshed and energized.
<input type="checkbox"/> Alarm/ Watch	I have set my alarm so I won’t oversleep. I will also wear a watch or have a device with the time on hand.
<input type="checkbox"/> Nutrition	I’ve had a light, nutritious breakfast.
PREPARATION	
<input type="checkbox"/> Outfit	I have chosen an appropriate outfit for my first day/ week.
<input type="checkbox"/> Questions To Ask	I have made a list of questions I need to ask my manager, colleagues, and HR.
<input type="checkbox"/> Notebook & Pen	I will take a notebook and pen with me to take notes during my orientation and onboarding.
DEPARTMENT	
<input type="checkbox"/> Attitude	I am approaching my new job with a positive attitude. I am open, enthusiastic and friendly.
<input type="checkbox"/> Looking & Acting The Part	I am well groomed and well dressed, and I’m carrying myself in a professional manner.
<input type="checkbox"/> Avoiding Gossip	I will not let myself get pulled into office gossip. I have prepared appropriate responses to help me avoid getting involved in inappropriate conversations.
ORIENTATION & TRAINING	
<input type="checkbox"/> Listen & Learn	I am an active listener and I’m prepared to learn. I will not get overwhelmed – everything is new and it will take time to learn what I need to know.
<input type="checkbox"/> Take Notes	I will take thorough notes during my training and orientation sessions. I will review them so I don’t have to bother people with questions I likely already have the answers to.
<input type="checkbox"/> Ask Questions	I will ask insightful questions and demonstrate that I’m listening and interested.
<input type="checkbox"/> Be Proactive	I will be proactive in keeping myself appropriately busy and meaningfully occupied, even if no specific tasks have been assigned to me yet.
<input type="checkbox"/> Learn Names	I will make an effort to learn and use people’s names when I speak to them.
OBJECTIVES	
<input type="checkbox"/> Determine Expectations	I’ve met with my manager and colleagues to discuss projects, tasks and expectations.
<input type="checkbox"/> Establish Goals	I have set out short term goals to help me transition successfully into my new job.
OTHER	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	