First-Day Fundamentals

As you head off to your first day on the job, keep the following tips in mind:

- Be on time.

- Know where you are going.

- Know whom you are meeting.

- Wear clean clothes.

- Be well-groomed.

- Don't forget your paperwork.

- Come ready to work.

- Turn off your cell phone.

- Be friendly to coworkers.

- Listen.

- Ask questions.

- Take notes.

- Follow the rules.

- Keep a positive attitude.