

First-Day Survival Checklist

One key to surviving and succeeding on a job is making a good impression from the very start. While your first day will likely involve a lot of orientation, training, and paperwork, you can do a few things to prepare. Use the following checklist to ensure that you have everything you need for that first day on the job (Note: not all items may apply to your situation).

- | | |
|---|--|
| <input type="checkbox"/> Uniform or proper attire | <input type="checkbox"/> Bank account number |
| <input type="checkbox"/> Proper grooming (teeth brushed, hair combed, beard trimmed, and so on) | <input type="checkbox"/> Policy number for last health insurance policy |
| <input type="checkbox"/> Goggles, boots, hairnet, or other safety apparel and gear | <input type="checkbox"/> Address and phone number of your work location |
| <input type="checkbox"/> A copy of a voided blank check for direct deposit purposes | <input type="checkbox"/> Directions to your work |
| <input type="checkbox"/> A notepad or notebook and two pens | <input type="checkbox"/> Parking permit |
| <input type="checkbox"/> A bag or briefcase | <input type="checkbox"/> Name of person you are to report to |
| <input type="checkbox"/> Social Security number | <input type="checkbox"/> Special tools, supplies, or other equipment:
_____ |
| <input type="checkbox"/> Spouse's Social Security number | <input type="checkbox"/> Other _____
_____ |

In addition to the above, you will probably be required to bring proper identification for tax form and legal purposes. Ask your employer beforehand what you should bring with you, and check those items off as you collect them. These items may include the following:

- | | |
|---|--|
| <input type="checkbox"/> Birth certificate | <input type="checkbox"/> Medical records or physical exam or drug test results |
| <input type="checkbox"/> Passport | <input type="checkbox"/> Occupational licenses or certification (such as bartender's license or teacher certification) |
| <input type="checkbox"/> Driver's license or state-issued I.D. | <input type="checkbox"/> Other _____
_____ |
| <input type="checkbox"/> Work permit (for workers under 18) | |
| <input type="checkbox"/> Social Security card | |
| <input type="checkbox"/> Immigrant work authorization (for noncitizens) | |