



STARTING A NEW ROLE

Checklist

- Confirm your route to work and estimated travel time
- Verify parking arrangements or public transportation options
- Double-check the company's dress code and prepare appropriate attire
- Confirm your start time for the first day
- Know who to report to and how to enter the workplace
- Review the names and roles of key team members you'll be working with
- Gather and organise all required documents, ensuring they're filled out
- Familiarise yourself with your first-day schedule, if provided
- Prepare a brief self-introduction or "elevator pitch" for meeting new colleagues
- Set multiple alarms to ensure you wake up on time
- Pack your bag with essentials (e.g., notebook, pen, water bottle, lunch if needed)
- Charge your phone and any other electronic devices you might need
- Review the company's website and recent news one last time
- Prepare any questions you have for your manager or HR representative
- Get a good night's sleep to ensure you're well-rested for your first day