

# Starting your New Job

## When, Where and Who!

When you start a new job, there are a few things you will want to remember. You might want to fill this out in the days before you start. If you need help, ask a person you trust!

1. What time do you start work on your first day?

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2. What is the address that you need to be at on your first day of work?

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3. How will you get there (the bus, walking, riding your bike, a ride)?

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4. How long does it take to get there? What time do you need to leave?

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5. Who is the person that you will report to (your supervisor or manager)?

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6. Will anyone be accompanying you (a job coach, if you have one)?

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## What do you need to bring?

Your new employer may have given you paperwork to fill out, or you may need to bring some documents, information or identification with you.

Did they give you any paperwork to fill out and bring back?

Offer letter or employment contract

Tax forms

Do you need to bring anything?

Identification (driver's license or identity card)

Social Insurance number

Bank account details or a void cheque for depositing your paycheck

Emergency contact information/medical information

What type of clothing should you wear?

Is there a dress code? If so, what is it?

- You need to dress appropriately for the activities you will be doing, for example, if you are cleaning, you will want to wear sturdy shoes and clean but comfortable clothing. If you are

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working in an office, you may want to dress up a little – “business casual” is usually the norm (often this means no jeans).

- The best thing to do is to dress a bit nicer than you think you should for your first few days, and observe your coworkers to see what they are wearing. It is always best to ask your supervisor or manager if you aren’t sure!

Do I have a uniform?

- If so, typically the employer provides the uniform, however, they may require you to have some of your own things. For example, you may need “black dress pants” or “black non-slip shoes”
- If you need these things, and cannot afford them, there may be some programs that can help. Please look in your area for programs like this.

What else should I bring?

If your shift is very long, you will want to bring a bag lunch, or money for lunch. You will want to look up places to eat in the area that are close by if you are bringing money for lunch.

- You will need to know how long your lunch break is, and make sure that you wear a watch, or bring a device with the time on it, so that you are not late. You might even want to set yourself a timer or alarm to keep you on schedule!

You can bring a notebook and a pen to write down important things, for example, your schedule!

## What else do I need to know?

You will want to confirm your schedule, the hours and dates that you are expected to be at work.

- This schedule may be the same each week, or it might change. You will need to find out.

Is there an employee manual with information on the rules and guidelines around working here?

- You may want to get a trusted person to read it over with you!

What are my duties?

Who will be training me?

Where can you store your personal belongings while you are working?

Who should you contact if you are sick?

Anything you are not sure about – ask!