

Name

Date

The First Day on the Job

When you start a new job, in less than 30 seconds you have made a first impression. A first impression is the opinion others form of you just from the image you present. You make a first impression with your supervisor and your coworkers. You want to form a good first impression to help ensure your success on the job. Others will be more likely to help you get adjusted to your new job if you have made a good first impression.

How to Make a Good First Impression

- Dress appropriately.
- Smile.
- Be polite.
- Act friendly.
- Listen carefully.
- Ask questions about the job.
- Don't talk about your previous job and supervisors.
- Don't talk too much about yourself.
- Don't ask coworkers personal questions.

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For the first few days at your new job, you will probably be nervous. A new job means a new routine, new skills to learn, and new people. A positive attitude will help you learn these new things. A willingness to learn will help you be successful. On the first day of work, you will need to complete some paperwork before you can start. Some of the forms you may be asked to fill out are a W-4 form, employee information forms, insurance forms, retirement benefit forms, and union forms.

To assist you in completing the paperwork, take along the following:

- Small Notebook
- Pen (with black or blue ink)
- Personal Information Sheet
- Social Security Cards (for you, your spouse, and any children you have)
- Dates of Birth (for you, your spouse, and any children you have)
- Driver's License
- Work Permit (if needed)
- License to Perform Job (if needed)
- Checking Account Number (in case you get paid through direct deposit)
- Emergency Contact Information