

## GETTING READY FOR YOUR FIRST DAY AT WORK

Are you ready for work? There are many things to think about that can easily be overlooked. Why not go through the questions below and tick what you have sorted. You can print the checklist to continue later if you haven't yet found the answers.

### Getting there

How will you get there? –

Walk  bike  car  bus  train?

How much will it cost?

How long will it take?

What time do you need to set off?

Do you need to do a dummy run?

### What will you wear?

Different styles of clothes are appropriate for different situations. Have you found out what will be expected of you?

Suit?

Smart casual?

Casual?

Uniform provided?

Protective clothing provided?

**Make sure you are not the odd one out!**

## What do you need to take?

Directions  map  travel timetable

Letter with instructions from your employer

Name of the person you are to report to on arrival

Money – for fares, lunch, vending machines...

Lunch

If you are on work experience, your school or college phone number in case of unexpected problems

## The night before

Use this checklist to make sure you have everything ready

Set your alarm clock – allow yourself enough time for a good breakfast. You may need to wait longer than usual for your lunch break.

Get a good night's sleep – go to bed early and RELAX

## Travel

Make sure you arrive safely. If you are in a rush or stressed about the day ahead, it's harder to concentrate on travelling safely.

- Use pedestrian crossings – don't try and save time by crossing where it's not safe
- Don't dash across the road for a bus – there will be another one
- You might need extra travel time to allow for weather conditions, road works, etc.
- Allow plenty of time for your journey so that you get to work on time without taking unnecessary risks

## On arrival

When you get there, go straight in and ask for the person you have been told to report to.

Don't be afraid to ask for help.

Smile, be polite, helpful and willing to learn.