Ticket to Work

The first day on a new job can be scary, and it's common to be nervous. You may have to absorb a lot of information. Making some decisions beforehand will help you be more relaxed and ready.

Before the first day of the job, you should:

☐ Determine if there is a need for any job accommodations. Visit the **Job Accommodation Network (JAN)** at for free, expert, and confidential guidance on workplace accommodations and disability employment issues.

☐ Plan how you will get to and from your new job. Do a practice run on getting to work to learn about traffic or mass transit patterns and schedules.

☐ Get together any supplies you might need, such as a pen to fill out forms.

☐ Decide what to wear and set out the clothes the night before. This will save time in the morning. If there is a question about what to wear, check with the employer first to find out if there's a dress code.

☐ Prepare for lunch or other meals. Are there places nearby to buy lunch or is bringing food from home the best option? Read our Choose Work Blog post "**Healthy Eating Habits Can Benefit You at Work**" for some tips.

☐ Get enough rest the night before the first day to have enough energy in the morning.

During the first week, you should:

☐ Keep an open mind and be ready to work and learn.

☐ Take notes of important information during training.

☐ Ask questions. When assigned a task, don't say, "Yes, I got it," or "Sure, no problem" if you are not certain what to do.. It is better to ask a lot of questions to get it right, than to go on your own and get it wrong.

☐ When meeting new co-workers, use their names in conversation to help remember them.

☐ Schedule a meeting with your supervisor to:

- Clarify your job responsibilities
- Discuss any job accommodations you might require
- Learn the supervisor's preferences and expectations in terms of communication feedback. If appropriate, create a professional development plan with clear goals and objectives on what to learn and the skills to develop
- Ask about the "chain of command" and find out where to go for help or information

☐ Establish a "help network" at work. After understanding the organization better, it's important to build relationships at work to increase the chance of success. Know who can help with a problem or question or pitch-in when needed.