

# New Job Checklist

The first few days on the new job may be stressful because **you** meet new people, **you** learn new job tasks, and **you** need to remember details about your job. Planning, learning, and awareness can help you feel confident, friendly, and focused. Use this new job checklist to help you to plan, to learn, and to be aware.

## WHAT TO WEAR & SAY:

Work sites have rules for dress, speech, and behavior. The rules may be written or unwritten. Your supervisor will expect you to follow the rules. Use this checklist to help you make correct decisions about rules:

\_\_\_\_\_ I will wear clothing, hairstyle, and jewelry **that fit into the style of what my coworkers and supervisor wear.** If I am unsure about the rules of clothing, I will ask my supervisor to explain the rules.



\_\_\_\_\_ I will shower, use deodorant, brush my teeth, style my hair, and report to work clean and neat. I will keep perfume or aftershave to a minimum. If the work site has a fragrance-free policy, I will follow it. I will make sure I wear clean shoes and my clothing is clean, neat, and free from odor.

\_\_\_\_\_ **I will not wear** low-cut tops, inappropriate T-shirts, and casual sandals like flip-flops. I realize that I may be required to cover tattoos and remove jewelry from some body piercing sites.

\_\_\_\_\_ I will wear the protective clothing that is required by my supervisor even if my coworkers do not.

\_\_\_\_\_ I will report to work five to ten minutes early for every work shift. I will call in early if sick.

\_\_\_\_\_ I will not use slang words, swearing, and offensive humor or remarks.  
I will be polite, smile, stand straight, sit straight, and walk correctly.



\_\_\_\_\_ **I will follow the company's rules for** smart phone, computer, social media, and internet use.

## WHAT TO DO:

You will meet coworkers of many ages, backgrounds, viewpoints, and social values. At work, you are paid to get along with your supervisor, coworkers, and customers. **Use good manners and your brain** to think of ways to treat your supervisor, coworkers, and customers politely and respectfully.

\_\_\_\_\_ **I will treat everyone at work** as I like to be treated — with politeness, respectfulness, friendliness.

\_\_\_\_\_ I will be friendly, but I will not give too many details about my personal life at work — and I will not ask others too many questions about their personal lives. I will not participate in gossip!

\_\_\_\_\_ I will be friendly with everyone at work. I will not get too friendly with coworkers that are extra friendly or like to complain **so that I do not get sucked into their life problems or complaints.**

\_\_\_\_\_ I will be a team player. I will help coworkers when needed. I realize that if the supervisor says, "If you have time, would you please do this." My supervisor means, "Do this task."

\_\_\_\_\_ I will act professional at all times. I will say "please" and "thank you." I will keep a neat work station. I will clean up after myself in the break room.



**WHAT TO LEARN:**

Your supervisor or a coworker will explain the company, products, and work rules to you. **If not, you are responsible** to learn by watching coworkers and asking questions.

\_\_\_\_\_ I will read the company handbook. I will ask my supervisor about paragraphs I do not understand.

\_\_\_\_\_ I will look at the work schedule and write down days and hours I work. I will follow rules for lunches and breaks. I will follow rules about where to store personal belongings. I will know how to find parking, washroom, and break room. I will not allow my friends to visit or call me at work.

\_\_\_\_\_ I will listen more than I talk. If I do not understand, I will ask. I will not be afraid to ask questions.

\_\_\_\_\_ I will write notes to help me remember things about work. I will follow directions and not make changes on my own. I will be a self-starter rather than waiting for someone to tell me to start work.

\_\_\_\_\_ I will enjoy learning new ways of doing things. I will keep a sense of humor about situations.

\_\_\_\_\_ If the supervisor tells me to do a task one way, and a coworker tells me to do the task another way, I will follow what the supervisor told me to do. When idle, I will look for work or cleaning to do.

\_\_\_\_\_ I will ask my supervisor about safety: a) When will we learn emergency rules to follow if a fire or earthquake happens? b) When will we learn what to do if an accident or robbery happens?

**QUICK CHECK:**

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| <ol style="list-style-type: none"> <li>1. a) List 3 reasons why the first days on a new job may be stressful. b) List 3 things that help you feel confident, friendly, and focused.</li> <li>2. For what 3 things do work sites have rules?</li> <li>3. a) Into what will your clothing, hairstyle, and jewelry fit? b) If unsure, what will you do?</li> <li>4. a) What do you think is meant by "fragrance-free policy"? b) List 3 things you will not wear.</li> <li>5. a) When will you report to work for every work shift? b) If sick, what will you do?</li> <li>6. List 4 company rules you will follow.</li> <li>7. a) At work, what 3 people are you paid to get along with? b) For what do you use good manners and your brain to do?</li> <li>8. With what 3 things should you treat everyone?</li> <li>9. Why is it best to not get too friendly with coworkers who are extra friendly or complain?</li> </ol> | <ol style="list-style-type: none"> <li>10. What do supervisors mean when saying, "If you have time would you please do this?"</li> <li>11. a) Who will explain the company, products and work rules to you? b) If not, for what are you responsible?</li> <li>12. a) What will you read? b) What will you do if you do not understand a paragraph?</li> <li>13. What 2 things will you not allow friends to do?</li> <li>14. a) Why will you write notes? b) What will you enjoy? c) What will you keep?</li> <li>15. Who are you to follow: supervisor or coworker?</li> <li>16. For what 2 things will you look when you have finished your work and are idle?</li> <li>17. List one questions about safety to ask.</li> <li>18. If you follow the tips in this lesson, do you think you will feel confident, friendly, and focused your first days on a new job? b) Give a reason for your answer.</li> </ol> |
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