



FIRST DAY AT WORK

MAKE A GREAT FIRST IMPRESSION.

Your first day sets the tone for your journey ahead. A positive attitude, willingness to learn and showing respect to others will help you build strong relationships and succeed in your new role. ❤️

FIRST DAY AT WORK



FIRST DAY CHECKLIST

- ☒ Arrive on time
- ☒ Bring what you need
- ☒ Be positive
- ☒ Ask questions
- ☒ Take notes



BEFORE YOUR FIRST DAY



Confirm your start time, location and who to ask for.



Plan your outfit
Make sure it's appropriate and smart.



Plan your journey
Check your route and travel time.



Prepare what you need
ID, documents, notebook, pen, etc.



Get a good night's sleep
Rest well and set an alarm.

ARRIVING ON YOUR FIRST DAY



Arrive on time
Aim to arrive 10–15 minutes early.



Be polite and friendly
Greet people with a smile.



Check in
Let reception or your contact know you've arrived.



Stay calm
It's normal to feel nervous – take a deep breath!

GETTING TO KNOW YOUR WORKPLACE



Introduce yourself
Learn names and roles of your team.



Learn the basics
Find out about toilets, breaks, lunch areas and any key policies.



Ask questions
There are no silly questions – clarify and learn.



Take notes
Write down important information.

YOUR ATTITUDE MATTERS



Be positive
A positive attitude goes a long way.



Listen more, speak less
Take time to understand.



Show enthusiasm
Show you're eager to learn and contribute.



Be respectful
Treat everyone with respect and kindness.

FOCUS ON LEARNING



Learn about your role
Understand your responsibilities and goals.



Understand expectations
Ask what is expected of you in the short and long term.



Look for ways to help
Small actions can make a big impact.

DO'S ON YOUR FIRST DAY



- Be on time
- Be polite and professional
- Introduce yourself
- Listen and learn
- Ask questions
- Take notes
- Follow instructions
- Show enthusiasm
- Thank people for their help



DON'TS ON YOUR FIRST DAY



- Don't be late
- Don't use your phone
- Don't interrupt
- Don't be negative
- Don't gossip
- Don't act like you know everything
- Don't take excessive breaks
- Don't forget people's names (make the effort!)



THE IMPACT OF A GREAT FIRST DAY



- Builds trust and confidence
- Creates a positive impression
- Helps you feel part of the team
- Sets you up for long-term success
- Opens doors to opportunities



FIRST DAY CHECKLIST



- ☐ Confirm details
- ☐ Plan outfit
- ☐ Plan your journey
- ☐ Get a good night's sleep
- ☐ Arrive on time
- ☐ Introduce yourself
- ☐ Ask questions
- ☐ Take notes
- ☐ Be positive
- ☐ Thank people



DOWNLOAD THIS RESOURCE

Use these first day tips to start your new job with confidence and set yourself up for success.



TOP TIP

Be yourself, stay positive and be willing to learn. You've got this! ❤️

