



Employee Checklist

Prior to your first day:

- Get all routine medical and dental appointments taken care of prior to starting.
- Make sure you have a babysitter and transportation back-up plans.
- Read any material you can find about your new company including researching their website.
- Do a practice drive to your new office to see how much time you'll need and familiarize yourself with how to get there.

First day:

- Give yourself an extra 15 minutes to drive to work.
- Get the business card from everyone you meet.
- Keep a small notebook to jot down important items.
- Find out who you should go to with your questions.
- Always ask for more work if you complete assigned projects.

First two weeks:

- Call RPS with any questions or problems and let us know how everything is going.
- Don't be afraid to ask questions.
- Always ask for more work if you complete assigned projects.

*****REMEMBER TO TURN YOUR CELL PHONE OFF DURING BUSINESS HOURS. NO TEXTING, INTERNET USAGE, INCLUDING FACEBOOK, MYSPACE AND TWITTER, AND DO NOT USE OFFICE EQUIPMENT FOR PERSONAL BUSINESS*****