



New Job Checklist

All new positions can cause anxiety for both the new employee and the employer. This checklist will help make your transition much more successful.

Prior to your first day:

- ___ Get all routine medical and dental appointments taken care of prior to starting.
- ___ Make sure you have childcare 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 SOCIAL MEDIA APPS, AND DO NOT USE OFFICE EQUIPMENT FOR PERSONAL BUSINESS*****