

First Day on the Job Checklist

Night Before

Collect identification materials: ID, Social Security Card, and Passport if applicable

Lay out clothes

Plan/prep breakfast (and lunch if needed)

Scope out commute

Prepare discussion topics (think small talk!)

Set alarm - budget in 10 extra minutes

Morning Of

Have a nutritious breakfast

Double check your belongings - make sure you have your ID, Social Security Card, and Passport

Arrive 10 minutes early