

# How To Prepare For A New Job

Review this checklist!

## Step 1: Introduce yourself

You should introduced yourself to the manager and or supervisor if you didn't already meet them during your interview.

## Step 2: Get to know your coworkers

Introductions to the people you work with are very important. This will help you feel comfortable with asking questions or making conversation, and creating a positive work environment.

## Step 3: Understand your role

Review the position and become familiar with the job's mission statement. Coming into a job, informed on your role, will help you be successful.

## Step 4: Time management

Time management is an important skill to have. Think about if you will be able to manage your workload, make deadlines, etc. You should go over your work schedule prior to your first day. You don't want to be late!

## Step 5: System test

Go over every detail to make sure everything is in order. Make sure you understand everything, and if you run into any problems, ask for help! Starting a new job isn't easy, but going in prepared might make things just a little bit easier!

