



# Your first (or new) job

When going into your first job (or a new job) there are some essential guidelines to remember and follow in order to make your transition into your new role smooth and make a good impression from the get-go.

You can use the following checklists to help you navigate your way through and settle into the first few weeks of a new job.

## PRE-WORK CHECKLIST



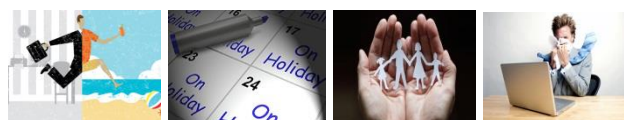
- ☑ I have read, understood and signed my contract
- ☑ I have kept a copy of my contract
- ☑ My pay rate is above minimum wage (Full/part time = \$20.33, Casual = \$25.41)
- ☑ I know how often I will be getting paid
- ☑ I have researched and picked a suitable superannuation fund
- ☑ I know who I will be reporting to
- ☑ I have all my paperwork filled out and ready to take:
  - Superannuation Choice Form
  - Tax File Number Declaration Form
  - Bank Details
  - Signed Contract
  - Any other required
- ☑ I know the exact location of my workplace
- ☑ My transport to and from work is organised (and I have a backup plan)
- ☑ I am aware of places to get lunch nearby or have packed my own
- ☑ I know what time I start and finish
- ☑ I know how long my break(s) will be
- ☑ My clothes are suitable and clean

## FIRST FEW WEEKS CHECKLIST:



- ☑ I am receiving a regular payslip
- ☑ I am checking my pay is correct
- ☑ I understand how my role contributes to the organisation
- ☑ I know the roles of my colleagues
- ☑ I am keeping track of my achievements
- ☑ I have updated my title on LinkedIn
- ☑ I am networking as much as possible
- ☑ I am adding colleagues to LinkedIn
- ☑ I have followed my new company on social networking platforms
- ☑ I am being mindful of what I am posting that my colleagues can see across all platforms

## ASKING FOR LEAVE CHECKLIST:



- ☑ I have read and understood the company policies regarding leave
- ☑ I have asked my manager verbally
- ☑ I have given plenty of notice
- ☑ I have clear start and end dates planned
- ☑ I have a backup plan if I can't take leave at my ideal time
- ☑ If my leave has been approved:
  - I have let my other colleagues know
- ☑ If I am sick:
  - I have called my manager and notified them ASAP
  - I have got a doctor's certificate to provide to my manager

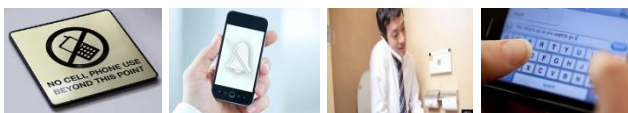
## WORKPLACE ETIQUETTE CHECKLISTS:

Break/ Lunchroom:



- ❑ I'm cleaning up after myself
- ❑ I'm not talking about work
- ❑ I'm refilling anything I empty
- ❑ I'm being patient when waiting to use things
- ❑ I'm not storing things for longer than a week in the fridge
- ❑ I'm labelling my food
- ❑ I'm not taking others food

### Personal phone



- ❑ I have checked the workplace policies regarding personal phone use
- ❑ My phone is on silent or vibrate
- ❑ I'm only using it for important calls
- ❑ When I make/take personal phone calls I am doing so in a private place
- ❑ I'm not taking my phone into the restroom or meetings

### Work phone calls:



- ❑ I'm stating the organisation name and my own name for all phone calls
- ❑ Voice messages I leave are short and clear
- ❑ The volume I'm speaking at is appropriate
- ❑ I'm not answering/speaking while eating/drinking
- ❑ I'm not transferring people to "dead ends"

### Emails:



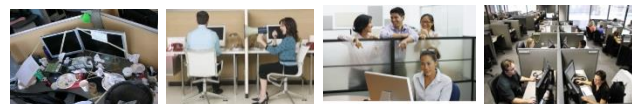
- ❑ I'm double checking before sending
- ❑ I'm not "replying to all" if it isn't necessary
- ❑ My emails are clear and straight to the point
- ❑ My email has a clear subject line
- ❑ There are no abbreviations in my email
- ❑ There are no emoji's in my email
- ❑ I am checking my drafts folder before I leave work
- ❑ I am avoiding using my work email for personal reasons

### Meetings:



- ❑ I'm arriving on time
- ❑ I have an idea of what the meeting is about
- ❑ I have questions prepared
- ❑ I have a notebook and pen for the meeting
- ❑ I've left my phone at my desk or on silent
- ❑ My phone is not being used during the meeting
- ❑ I am not interrupting whoever is speaking
- ❑ If I am called on, I am doing my best to answer

### Office cubicles:



- ❑ My noise is being kept to a minimum
- ❑ My desk is neat and tidy
- ❑ What I am displaying is appropriate
- ❑ If I need to borrow something, I am asking first
- ❑ I'm avoiding eating strong smelling food or wearing too much deodorant or perfume
- ❑ My group chatter is limited and where necessary, at an appropriate volume
- ❑ I've done all my personal grooming before coming into work
- ❑ I am trying to limit my personal habits e.g. tapping, cracking knuckles