



## How to Prepare for First Week of Work: Student

### Paid and Non-Paid Work Experiences

Starting a new work experience is exciting but can also be stressful. Being well prepared helps you feel more confident for your first day of work. Below are task lists and fill-in-the-blanks to help you be equipped for your first week at a work experience.

#### Prepare to Gather/Complete:

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- Social Security card or Passport
- Other form of identification (Driver's license or State ID)
- Complete any pre-employment forms sent by employer
- Documentation of disability if you are requesting accommodations
- Work permit, if applicable
- Talk with your parent or caregiver to determine the withholding amount to claim on your W-4 tax form, if applicable

#### Important Contact Information:

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##### Supervisor Contact

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

##### Human Resources Contact

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

##### Your Emergency Contact (parent/caregiver)

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

##### Pre-ETS Provider Contact

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

##### Job Coach Contact

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_



## Information for Your First Day:

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- Social Security card or Passport
- Days: Sun. M T W Th. F Sat.
- Hours: \_\_\_\_\_
- Who to report to: \_\_\_\_\_
- How am I getting there: \_\_\_\_\_
- What do I need to wear: \_\_\_\_\_
- What do I need to bring?
  - Lunch
  - Money
  - Paperwork (for first section)
  - Medications
  - Assistive Technology
  - Other materials (notebook, pen, phone, etc.)

## Additional Ways to Help You Feel More Prepared:

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- Review onboarding and orientation materials
- Brainstorm strategies for success
  - Check-off task list
  - Daily schedule
  - Writing down directions
  - Taking notes during meetings
  - Working in groups
  - What else do you need to feel more prepared for your first day?
- Practice an elevator pitch to introduce yourself to new people (interests, hobbies, experience, why you are excited about this job)