



Preparation for First Week at Work

A tool for providers to support students in preparing for work

Starting a new paid or non-paid work experience is exciting but can also be stressful. You can help students be successful by ensuring they are properly prepared. A student that is well prepared feels more confident. Review the information below with the student the week before they start their new job.

Paperwork Needed:

- Social Security card or passport
- Other form of identification (Driver's license or State ID)
- Complete an pre-employment forms sent by employer
- Determine the withholding to claim on the student's W-4 tax form
- Documentation of disability, if requesting accommodations
- Work permit, if applicable

Contact Information:

- Supervisor work phone number and email
- Human Resources contact
- Emergency contacts (usually parent or guardian)
- Pre-ETS/VR provider work phone number and email
- Contact of support personnel:
 - Job Coach
 - Job coach
 - Mentor
 - Other



Make sure your student knows the following information prior to their first day of work:

- Who to report to
- Work hours – start time and end time
- Transportation options
 - o If using public transit, review the schedule carefully and download any public transportation application (apps) needed
 - o When possible have a back-up transportation plan
- Dress code expectations
 - o Casual, business casual
 - o Uniform components
- Materials
 - o Lunch
 - o Water bottle
 - o Money
 - o Paperwork (see first section)
 - o Medications
 - o Assistive Technology
 - o Other materials (notebook, pen, phone, etc.)

General tips to review with the student:

- Review onboarding and orientation materials
- Assist the student in answering any remaining questions
- Discuss social etiquette in the workplace
 - o Phone use rules
 - o How to ask for assistance
 - o Strategies for success
 1. Check-off list
 2. Daily schedule
 3. Writing down directions
 4. Taking notes during meetings
 5. Working in groups
- Practice an elevator pitch with the student to introduce themselves (interests, hobbies, why you are excited about this job)
- Encourage the student to eat lunch with coworkers or create a plan on how to navigate the lunch break at work