**How to Prepare for First Week at Work: Provider**

Paid and Non-Paid Work Experiences

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 any 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
    - 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
    - If using public transit, review the schedule carefully and download any public transportation application (apps) needed
    - When possible have a back-up transportation plan
  + Dress code expectations
    - Casual, business casual
    - Uniform components
  + Materials
    - Lunch
    - Water bottle
    - Money
    - Paperwork (see first section)
    - Medications
    - Assistive Technology
    - 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
    - Phone use rules
    - How to ask for assistance
    - Strategies for success
      * Check-off list
      * Daily schedule
      * Writing down directions
      * Taking notes during meetings
      * 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