**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