**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.

**Paperwork to Gather/ Complete:**

* 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:**

Supervisor Contact

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

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

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

Human Resources Contact

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

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

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

Your Emergency Contact (typically parent/caregiver)

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

Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pre-ETS Provider Contact

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

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

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

Job Coach Contact

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

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

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

**Information for your first day:**

* Work Schedule
* 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 (from first section)
  + Medications
  + Assistive Technology
  + Other materials (notebook, pen, phone, etc.)

**Additional ways to help you feel more prepared:**

* 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)