**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)