

# FIRST DAY AT A NEW JOB



Our tips will help you to take control of your nerves  
and have a **great first day!**



## First Day Tips ☒

It's entirely normal to feel anxious on your first day in a new job, so helping yourself to feel as positive as possible is really worth the effort.



Remember: **you deserve to be there!**



**Plan how you'll get there.** If possible, do a trial run at the same time of the day as you'll commute. Then you'll know realistically how long it'll take



- ☐ **Get there 10-15 minutes early** to give you a chance to breath before you get started
- ☐ Make sure you know **who and where to go to** when you arrive
- ☐ **Dress appropriately.** If in doubt, give work a call/email before your first day to check
- ☐ **Take a simple packed lunch** (ideally something that doesn't need to be kept in the fridge until you know what facilities there are)
- ☐ **Make sure you take along anything you've been asked to,** bank details for example
- ☐ Show an interest in your new colleagues. **Be friendly and ask questions,** maybe have lunch with them if possible
- ☐ **Take a pad and pen so you can keep a note of any information you are told,** or jot down any questions you want to ask at a later point
- ☐ **Remember that it's ok to ask questions.** Your new team will be expecting them! It might be about specific things to do with you job or simple things like where the loo is or how lunch/breaks are organised

Give yourself a big pat on the back when you complete day one as things will get easier from here. First days are tricky for everyone, but just remember that we all have them and that people around you are there to help.

## For general advice, visit:

[www.indeed.com/career-advice/starting-new-job/first-day-of-work](http://www.indeed.com/career-advice/starting-new-job/first-day-of-work)

[www.totaljobs.com/advice/what-to-expect-on-your-first-day-of-work](http://www.totaljobs.com/advice/what-to-expect-on-your-first-day-of-work)



If you're interested in finding out how our HeadsUp employment support project could help you, **check out our website or drop us an email.**

[www.enableeast.org.uk/headsup](http://www.enableeast.org.uk/headsup)

[headsup@enableeast.org.uk](mailto:headsup@enableeast.org.uk)