



# New job checklist

## Congratulations, you're about to start an exciting new chapter!

To help set you up for the best start possible, we've put together this handy checklist for preparing for the first day of your new job.

## The week before

### Get your paperwork sorted

Have you signed and completed all the paperwork you need to give your employer either before or on your first day? Things to complete, check and compile are:

- **Tax file number** – if you don't have one, you'll need to apply for one at Centrelink or your local post office
- **Letter of offer/employment contract**
- **Tax file number** declaration form (once you have your tax file number)
- **Superannuation choice form** (you'll be able to choose from your employer's superannuation fund or your own. If choosing your own, you'll need to open an account with your preferred super fund)
- **Bank account details** – make sure to check they're written down correctly, so you can get paid!
- **If required, licences or certifications** e.g. driver's licence, forklift licence, RSA
- **Passport and visa** (if you are visiting and working in Australia)
- **Proof of age** (if requested by your employer)
- **Qualifications and/or school records**
- **Apprenticeship or traineeship papers**
- **Emergency contact details**
- **Other** (e.g. deductions, policies)

### Other important things to check for your first day are:

- Where do you need to go?
- What time do you start?
- Who do you need to report to?
- Office/contact number

### Plan your travel

Make sure you check the route you need to take, check timetables and allow extra time in case of delays. Aim to arrive 10 minutes early.

How will you get to work on your first day?

- Driving
- Bus
- Train
- Walking

### Do you have to wear a uniform for work?

- Yes, my employer has already provided it/will provide it on my first day
- Yes, I need to buy the uniform
- No, but I understand the dress code and have planned what I will wear to avoid being over or under dressed

### Do you need tools for work?

- Yes, my employer has already provided them/will give them to me on my first day
- Yes, I need to bring/buy my own tools and they are:
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- No, I don't need any tools for my work

## Break out the books

Feel prepared and confident to tackle what comes your way by researching the type of work you'll be doing.

### The day before

- **Double check your paperwork** – do you have everything you need to take with you?
- **Make a playlist** so you can listen to upbeat tunes on your first day commute
- **Pack your bag** – don't forget a notepad, pen and a water bottle
- **Pick your outfit** and lay it out ready to go
- **Double check your transport plan** for getting to work
- **Set your alarm clock** half an hour early so you've got plenty of time to get ready
- **Get plenty of shut eye!** Go to bed early so you feel fresh on your first day

### The day of (before arriving)

- **Have a good breakfast** so you're well-fuelled for a busy day
- **Check how you look** – hair, teeth and nails should be clean
- **Listen to upbeat tunes on your commute**
- **Take a few minutes to pause**, take a few deep breaths and smile to yourself before entering the office

### Things to do on your first day at work

- Other questions you may want to ask your employer:
  - Where should you store your personal items i.e. bag, wallet
  - What do you do if there is a fire or other emergency
  - What the rules are about making personal calls, using social media, or having visitors at work
  - Who should you contact if you are sick or running late
  - Who should you ask if you have questions about your job
- Introduce yourself to your new colleagues – shake hands and do what you can to remember names
- Be naturally confident, polite and enthusiastic
- Don't be afraid to ask questions. There's no such thing as a silly question, it's always better to check rather than make a mistake later
- At the end of the day, give yourself a pat on the back and congratulate yourself for getting through your first day!

**Remember, you've got this!**  
**Here's to a great first day at your new job.**

**Good luck – we know you'll be amazing!**