1ST. DAY CHECKLIST — Experienced professionals

1 ☐ **Prepare a good personal introduction**

Consider:
- The responsibilities you had in your previous role
- Your key achievements - projects you helped deliver, savings/profit made, changes implemented
- What you've been brought in to do

Notes:

2 ☐ **Revisit what the company does and the market it operates in**

Consider:
- Reading the company website, 'About Us' pages and news
- Following company activity on social media to get a sense of relevant topics

Tip:
You'll be expected to have read the company website and news to get a better understanding of how the company works and its products or services.

Notes:

3 ☐ **Prepare for your first meeting with your manager**

Consider:
- What your manager's immediate expectations of you will be
- What else is expected of you that you'll need to be more proactive about e.g.: getting to know people, socialising, completing an audit of what is or isn't working
- How your manager would like to be updated and communicate with you

Tips:
- When would you be expected to complete certain tasks by?
- Some managers like to be updated every day, or just at one-to-one meetings, find out what your manager prefers
- Make a list of your immediate responsibilities and prioritise the list

Notes:

4 ☐ **Plan questions to ask your colleagues**

Questions to consider:

· What are your responsibilities?

· What key projects are you working on?

· What's working well?

· What are some of the challenges you face?

· What should we start doing as a company?

Tips:

· Identify key projects – your work may crossover with them at some point

· Note what is working well and what you can learn from this or build on

Notes:

5 ☐ **Get organised and confirm key aspects with your employer**

Consider:

· Where, when and who to report to on your first day

Tips:

· Have your ID, NI details and paperwork ready

· Research the journey to your new place of work and start your commute early

· Prepare an outfit that is suitable for the company culture but you are also comfortable in

Notes: