

First Day on the Job Checklist

Once you secure a new job, here's a list of everything to sort before and on your first day.

Before Your First Day

- ☐ Confirm your start time, location, and who to report to
- ☐ Check what to wear - if you're unsure, ask or dress slightly more formally than you think
- ☐ Plan your route and travel time - aim to arrive 10–15 minutes early
- ☐ Sort out any required documents: ID, bank account details, IRD number, visa/work eligibility documents
- ☐ Check if you need any specific clothing or footwear (e.g. steel-cap boots, hi-vis) and arrange these in advance
- ☐ Get a good night's sleep!

What to Bring

- ☐ A notebook and pen - you'll be given a lot of information and it's a good idea to take notes
- ☐ Any requested documents (ID, bank details, tax forms, certificates)
- ☐ Lunch, snacks and water (unless you're told otherwise)
- ☐ Your phone, with your contact's number saved in case you need to call

Questions to Ask on Day One

- Who should I go to if I have questions or run into a problem?
- What are the break times and where can I go?
- Where are the bathrooms, lunchroom, and emergency exits?
- What's the dress code for future days?
- Is there anything specific I should focus on learning in my first week?
- What's expected of me in my first 90 days?
- Who else is on my team, and what do they do?

Health & Safety

- Make sure you receive a site or workplace induction - ask if you're not sure whether you've had one
- Find out where the first aid kit and fire exits are
- Ask about any PPE (personal protective equipment) you're required to wear and where to get it
- If anything feels unsafe, speak up - it's always okay to ask questions

Tips for Settling In

- Introduce yourself to the people around you - a friendly first impression goes a long way

- Write things down rather than relying on memory - there's a lot to take in so it's important to take notes
- Don't be afraid to ask questions - it's expected when you're new and far better than guessing and potentially making mistakes
- Be on time (or early) every day, especially in your first few weeks
- Avoid any unplanned time off where you can avoid it – reliability is super important when you first start
- If anything is unclear about pay, hours, or rosters, ask your supervisor. line manager or contact your recruitment consultant