

FIRST WEEK AT A NEW JOB: STARTER CHECKLIST

Why is it important to prepare yourself?

Starting a new job can be a challenging task, as you're entering a whole new environment where you don't know the social and unwritten rules (yet!).

Use this checklist to ease your nerves and ensure you make a positive, lasting impression in your first days.

Day 1. Getting started

Making a good first impression starts with preparation. Confirm key details in advance, such as your schedule, location, agenda and how long it takes for you to get there. Expect to spend much of the day completing administrative tasks. The actual work will start only after that.

- Confirm start time, location and agenda
- Check the dress code
- Prepare a short introduction about yourself
- Stay engaged during onboarding sessions and take notes
- Meet your manager

Days 2-3. Getting oriented

Focus on listening, observing and asking questions to understand how everything fits together at your new company. Make an effort to build connections - this will help you succeed in your first week and settle in long term.

- Proactively introduce yourself to key team members
- Clarify your role and responsibilities
- Observe how colleagues communicate and interact
- Learn internal tools and workflows
- Schedule informal chats or coffee catch-ups

Days 4-5. Getting settled

By this stage, it's common to still have questions about what success looks like in your position. Align expectations with your manager to understand your priorities and goals for the first 30-90 days.

- Clarify expectations for the first 30-90 days
- Schedule regular check-ins with your manager
- Identify priorities and next steps
- Reflect on open questions or gaps
- Share early progress or quick wins with your manager

Additional tips:

Observe the workplace culture

Every workplace has its own rhythms and dynamics. Take time to observe the culture and get a sense of how people work together.

Show appreciation for support

If someone takes time out of their day to help you settle in, it's worth acknowledging their support.

Learn from experienced colleagues

If you need guidance, don't hesitate to reach out to more experienced team members. They often have valuable insights and can help you get up to speed more quickly.

Track accomplishments

Keep a record of your contributions, achievements, and positive feedback from the start.

Want to keep the momentum going? Explore more self-development resources:

- [Navigating your first week at a new job successfully](#)
- [How to create a career development plan](#)
- [Eight essential personal development courses for professionals](#)

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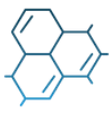
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