

# New Job Checklist

## ONBOARDING

Most companies have a process to get new hires on board. Take charge and ease your transition by ensuring you have the following:

- Rules & Regs**  
Familiarize yourself with the company handbook. Bring any signed documents, materials, & identification needed for HR.
- Access**  
Make sure you have the appropriate technology, email address, access to necessary information, and building access
- Know Your Team**  
Have a clear understanding of your supervisor's expectations, your team members, tasks to accomplish, & projects to address.
- Culture**  
Get to know the culture, communication styles, what people do for lunch and socializing. Introduce yourself.
- Advocate for yourself**  
Share our ideas. Be confident and engage. Don't play small and wait until you have been at the job for 6 months. Let your presence be known now.
- When in doubt...**  
Ask questions. Clarify anything that is unclear. It's easy for someone to forget that a new hire does not know all the ins & outs of the company.

## SELF

Keep your personal vision & career goals at the forefront by writing out and reaching out.

- Goal Setting**  
Set goals that you want from this role and your career. Write them down. Check in periodically with the list and see how you are moving forward.
- Values & Mission**  
Think back to when you first started looking for a job. What motivated and excited you. Keep your values and personal mission a priority.
- Solicit Feedback**  
Ask for feedback so you can grow in this role and continue to develop.

## LOGISTICS

- Attire**  
Use the company dress code (think back to your interview for help) to guide you.
- If Virtual...**  
Set up a dedicated space in your home for work. Whether it is the dining room table or your own private office make it comfortable, convenient, and kitted out with all the materials you need. If there is a door for privacy, even better.
- If On Site...**  
Find the best route. Ask about parking. Give yourself plenty of time to arrive.

## HOME LIFE

Getting your logistics in order beforehand will reduce scrambling and chaos. Ask yourself what you need to make your transition smoother.

- Childcare**  
Of course the biggest and most important aspect to manage. Decide what is best for your family. A family member to help, a babysitter for a few hours, a nanny, or daycare – there's a lot to consider when figuring out what is right for your situation. Give yourself plenty of time and ask around to friends for their feedback & recommendations.
- Schedule**  
Set up good habits and maintain previous rituals. If coffee and the paper is part of your morning routine keep it going.
- Chores**  
Communicate with your spouse and kids this new job requirements. Explain where you need more help and the expectations that you have for participation. Start outsourcing – to kids, spouse, a service.
- Personal Time**  
Carve out time in your schedule for things you need. A few walks a week, time to catch up with friends, exercise. Get it on your calendar now so it becomes a part of your new schedule.