

# Adeptis

Connecing Talent, Securing The Future

## **Ready for Success: Your First Week Checklist for Starting a New Role**



# Our First Week Checklist: Starting a New Role



## **Review the Job Description and Company Information:**

- Familiarise yourself with the details of your job description to have a clear understanding of your responsibilities.
- Research the company's mission, values, and culture to align yourself with their goals and work environment.



## **Reach Out to Your Manager or Team:**

- Connect with your manager or team members before your first day to introduce yourself and express your enthusiasm.
- Inquire if there are any specific documents or information you should bring on your first day.



## **Organise Necessary Documents:**

- Gather any required identification, work permits, or documentation that may be needed for the onboarding process.
- Prepare copies of your resume, reference letters, or other relevant documents to have on hand.



## **Review Your Schedule and Calendar:**

- Confirm your start date and working hours.
- Familiarise yourself with any meetings, orientations, or training sessions scheduled for your first week.



## **Maintain a Positive Attitude:**

- Approach your first week with a positive mindset and a willingness to learn and contribute.
- Stay open-minded, embrace new challenges, and make connections with your colleagues.

Remember, the first week in a new role is an opportunity to make a strong impression, establish relationships, and set the foundation for future success. **Good luck!**