First Day Checklist

SUGGESTED QUESTIONS TO ASK:

- ✓ Where is the office located? Suite?
- ✓ Do I need anything to access the building?
- ✓ Who is my point of contact?
- ✓ What public transportation is nearby?
- ✓ How should I dress?
- ✓ What is the procedure for lunch?

- ✓ Is parking available? Where & how much?
- ✓ Do I need to bring anything with me?
- ✓ Do I need PPE?
- ✓ What time should I arrive?
- ✓ Will I be going to the same place each day?
- ✓ Who should I contact if I am having a problem or need assistance?

Point of Contact Information

Name:_____

Phone number: _____

Email: _____

Notes :