

## Before Your First Day Checklist

Manager/Supervisor's Name:	Alternate's Name and Phone:
Manager/Supervisor's Email:	
Manager/Supervisor Phone:	

We are looking forward to helping you settle into your new role at the CRD. Being new is never easy so please ask lots of questions. This will help ensure a smooth and successful transition.

To assist in making Day 1 a smooth transition, use this checklist to initiate a conversation with your new manager/supervisor prior to your first day on the job.

If you haven't already, please see the [new employee pages](#) for other resources.

### NOTES:

### Confirm First Day Details

Contact your new manager/supervisor a few days before your start date to confirm these "First Day" details:

- Start Date \_\_\_\_\_
- Start time on the First Day (it may differ from your regular schedule) \_\_\_\_\_
- Where to Report \_\_\_\_\_
- Access to the Building/Any Building Logistics: \_\_\_\_\_
- Who to Ask For \_\_\_\_\_
- Dress code: \_\_\_\_\_
- Coffee/lunchroom facilities, if available: \_\_\_\_\_
- Parking and transportation information:
  - If you bike, ask about bike, locker and shower facilities
  - If you bus, ask about registering for the BC Transit ProPass
  - If you drive, ask about suggested parking options
- Any work, equipment, tools, Personal Protective Equipment (PPE) you need to bring
- If not already provided, required originals of any academic and/or professional credentials, or other required documentation for photocopying
- What will my first day look like?
- Any other questions that may help your first day go well