

## Career Lounge

### 10 Questions for your First Day on the Job

Your first day in a new job can often be the most stressful and bothersome. There are people to meet, agency protocols to learn, not to mention, where the heck are the washrooms located? Many organizations are simply not prepared to adequately welcome a new employee on the job. Your co-workers are likely to dismiss your presence until you are brought up to speed. As such, you may feel like a fish out of water.

#### Facilities and other Basics

1. Where are the restrooms? Where is my office? Do I get an office?
2. What are the expectations regarding hours of work? How long do I get for lunch? If I work overtime, do I get the opportunity to claim that?
3. Do I have access to a computer, a printer? Where is the printer located? Has there been an e-mail account set up for me?
4. What are the general policies and procedures related to this place of employment? Is there a document that I can read that will provide me with this information?
5. What is the dress code and culture within the organization? Is it OK to wear my earring in my nose or eyebrow?
6. How do other employees like to be addressed – by first name, last name?
7. Are the lines of responsibility clearly defined? Who do I report to directly?
8. Is the culture a highly collaborative one or one in which everybody looks out for themselves?
9. Is your supervisor firm about schedules and punctuality?
10. Who are the team members that are most influential, gossips, or most likely to complain?

As you can see, there are many things to consider and no two work environments are alike. Therefore “ease” your way into the job and gather as much information as you can regarding the above 10 points.

Remember, it’s OK to have some butterflies the first day or week on the job however as time passes this feeling will go away and you will feel more like a team member.

