THINGS TO KEEP IN MIND...
You’ve secured your first co-op position and your first day is approaching fast! To make the best first impression possible it is important to show up to your new job prepared and ready to work.

- Bring a pen and notebook
- Enquire about dress code to ensure you meet the company’s standards
- Plan ahead and give yourself enough time to arrive 10-15 minutes early
- Inquire about parking and if there is any, if so how much is it going to cost you
- Make sure to address any possible security issues or clearance requirements before your first day
- Bring any necessary personal or banking information that may be needed for payroll or company records

ORIENTATION
Even though the first day at any new job can be exciting and overwhelming, it’s important to familiarize yourself with your surroundings. Don’t forget to look for and familiarize yourself with the locations of washrooms, lunchrooms and the other various areas around your work station.

- Get to know your co-workers and the people that work around you
- Find out where your supervisor’s office is and how he/she can be reached when not there
- Try to participate in any team building or social activities with other co-workers, it will not only make your work term more fun but also much easier
- Obtain a copy of the company’s orientation guide if one is available, or other documents to find out about their visions

TELEPHONE, INTERNET & COMPUTER USE
During your first few days you should ask about any company policies concerning telephone, internet and computer use. Make sure all voicemails, phone calls and emails are clear, concise and correct. It can also be helpful to ask about any access codes or passwords.

TELEPHONE
- Always be courteous, polite and take notes to ensure understanding and that the message is accurately passed onto the next person
- Set up a voicemail message if necessary and learn how to transfer and put calls on hold

INTERNET
- Ensure you are using the internet solely for business purposes, as work is not an appropriate time for Facebook or Twitter

EMAIL
- Look over the email before you send it to make sure it carries the meaning and tone you intended
- Once a message is sent, it becomes the property of the receiver and they may forward it to anyone and use it at their discretion

SUPERVISOR COMMUNICATION
When you first start any new job it is important to sit down with your supervisor(s) to discuss the specific details of your position and what the expectations are.

- Set up a time to discuss with your supervisor(s) what your learning objectives and goals are and how you plan to attain them
- Ask your supervisor(s) how frequently you should be communicating with them and the best ways to stay in contact