COMPETENCY NEW JOB ~ANSWER KEY

1. What can you do to make sure you dress appropriately for your first day of work?

   Ask either your supervisor or someone in the personnel (human resource department).

2. To be prepared for your first day of work, what information should you know prior to arriving at work your first day (list at least 5 items)?

   Acceptable responses include: the time to report, where to report, to whom to report, documents to bring, special equipment needed, job function's responsibilities, lunch and break policies.

3. What are some documents you may have to bring with you on your first day of work? List at least 3 items.

   Acceptable responses include: birth certificate, driver's license, social security card, work permit (if applicable), immigrant work authorization (if applicable), medical records, and occupational licenses (realtor, truck driver, bartender, etc.).

4. Write 5 questions you can ask your first day so you can understand the work environment for your new job.

   Acceptable responses include: How do I use the phone system? What is the telephone policy? How do breaks work? What is the policy for bathroom breaks? How do lunch breaks work? Where are supplies kept? What are the procedures for checking out supplies? etc.

5. In order to adjust to your new job, what are 5 things you should do?

   Acceptable responses include: be positive, ask for help, don't be a know-it-all, have an appropriate sense of humor, find a friend, follow instructions, read company policies, determine job evaluation procedures, don't panic, listen carefully, watch closely.