

METALIS

A Guide to **First Day Success**

Congratulations on securing your new job! Your first day is an exciting opportunity to make a great impression and set yourself up for success. This guide will help you prepare effectively so you can start with confidence.

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Pre-First Day Checklist

While it's natural to feel a mix of excitement and nerves, being well-prepared can make all the difference. Take these essential steps in the days leading up to your start date to ensure a confident and organised start:

1. Confirm Key Details

Double-check your start date, time, office location, and who you should report to.

2. Understand the Dress Code

Review the company's dress policy so you arrive appropriately dressed.

3. Plan Your Commute

Test your route to the office or set up your home office for remote work.

4. Complete Necessary Paperwork

Ensure all HR forms, contracts, and identification are ready if required.

5. Research the Company

Revisit the company's website, mission, values, and recent news to refresh your knowledge.

6. Prepare Your Introduction

Think about how you'll introduce yourself to new colleagues and team members.



What to Bring on Your First Day

Identification & Documents:

Any required ID, contracts, or certifications.

Notebook & Pen: For jotting down key information and introductions.

Access Card or Temporary Pass: If provided beforehand.

Lunch & Snacks: In case there are no convenient options nearby.

Chargers & Tech: For your phone, laptop, or other essential devices.

Making a Great First Impression

Your first day is about building connections and demonstrating enthusiasm. Here's how:

Arrive Early

Plan to be at least 10-15 minutes early to account for any unexpected delays.

Be Friendly & Introduce Yourself

Take the initiative to introduce yourself to colleagues and managers.

Listen & Observe

Pay attention to the office culture, workflow, and team dynamics.

Ask Questions

Show curiosity and a willingness to learn. Ask about expectations, team goals, and company policies.

Engage in Meetings

Even if you're just observing, take notes and contribute when appropriate.



Setting Yourself Up for Success

After your first day, take a few moments to reflect:

- ✓ Review Your Notes: Summarise key learnings, names of colleagues, and any next steps.
- ✓ Follow Up: Connect with colleagues on professional networks like LinkedIn.
- ✓ Plan for Day Two: Identify what you need to focus on next and any questions you may have.

Your first day is just the beginning of an exciting new chapter. Approach it with confidence and an open mind.

If you have any questions for us as your first day approaches please don't hesitate to reach out. Wishing you all the success in your new role!