

Check list of things to know

Am I dressed correctly for the environment I am going to be working in?

Is this where I need to come each day?

What do I do at lunchtimes?

What will I be doing? (job description and itinerary)

Health and Safety – what do I need to know? (toilets, fire escapes, drills etc)

Who do I need to know? How will I remember their names?

What can and can't I do?

How am I going to get to my place of work?

What transport arrangements do I need to make?

Do I need money for lunch or refreshments?

Can I use my iPod/mobile phone while at work?

Who will help me?