

10 Tips to Starting your New Job

Congratulations on your new job! You now need to prepare to start work. The 10 tips below will help you get started:

1. If you are claiming JSA you should arrange to see your Work Coach. They will help you to check that you have everything you need ready to start work.
2. Check with your new employer if you need to provide any of your own Personal Protective Equipment or tools or whether there is a dress code. Check that you have everything you need. If you are claiming JSA or on an Employability course check to see if you can get help to provide any of the items you need.
3. How will you get to get to work each day. Again check to see if you can get help with the cost, until you get your first pay. Can you get a lift, or car share?
4. Prepare a budget based on your salary, If you are in receipt of additional benefits such as housing benefit, check that you can still claim them until you get your first wage. Depending on your wage you may still get help. Once you know what your overall income will be work it into your budget.
5. Employers have to check that you are eligible to work in the UK, you will need to provide evidence that this is the case, they will usually ask you to produce a valid passport or birth certificate.
6. Check you know your job start details i.e. what time do you start, who and where do you need to report to.
7. Have you provided everything your employer needs i.e. references, evidence of eligibility to work, signed contract, bank details, emergency contact details, evidence of qualifications.
8. Make sure that you have delegated out any care responsibilities i.e. the school run etc everyone is clear what they have to do and when. You don't want any nasty surprises on the day, you will want to just concentrate on starting work.

9. Get everything ready beforehand, clothes, money (take some change), paperwork, take a pack lunch, until you find out if there is somewhere to purchase lunch.
10. Get a good night sleep!