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**Starting  
Employment**

# 1. Starting a new job / employment

## Advice sheet for employees

Remember to use your action plan outline to help you to know:

- Where to go
- Who can help
- What adjustments you may need in the workplace

People have told us that what has helped them is:

- Having information that can help them plan and know what they are meant to do.
- Having time before and after work to discuss what has happened that day and any concerns or worries, they might have.
- Having time to process information and being able to ask if they are not sure. It will help if you know who to ask if you are not sure about something.
- Your employer being flexible around break times so that they can go to the canteen or take breaks at quieter times. If this is worrying you, speak to your Employer.
- Having a 'safe space' to:
  - Chill out
  - Eat lunch
  - Go to if it is too noisy or bright
  - Meet up with other colleagues around common interests.
  - Work on their own.

## Before you start your job?

Once you've accepted your job offer, it's time to start preparing for your new job role.

Getting used to the building can be difficult, but you can ask if you can visit more than once before you start if that would help you.

*Circle your answer to this question*

**Would you like to visit your workplace**

**building before you start? .....**

YES or NO

*Circle your answer to this question*

**Do you know how to arrange visiting a workplace before you start? .....**

YES or NO

*If the answer is NO, ring or email the employer and ask how you can arrange this.*

*Circle your answer to this question*

**Have you visited the workplace and feel comfortable with the building? .....**

YES or NO

## Make sure you know how you are going to get to and from work.

*Circle your answer to this question*

**Which of these are you getting to work by:**

- Car
- Public transport (trains or buses for example)
- Special transport

*Answer in the box*

**What time do you have to leave in the morning? .....**

**How long will it take to get to work? .....**

**What time do you work in the afternoon? .....**

**How long will it take to get home? .....**

## Planning your new routine

It can be helpful to know what your routine will be when you're in work before you start. To prepare for the new routine you will be following during work, you might want to start following a similar routine for a few weeks before you start.

Fill in this general routine timetable to help you plan the structure of your day. This timetable doesn't include your daily duties whilst in work, only the basic daily routine. You can always include a schedule for work time too.

Activity	Time
Wake up	
Leave the house	
Start travelling to training/work	
Work starts	
Lunchtime	
Work ends	
Start travelling home	
Arrive home	
Go to sleep	